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FUNCTIONAL DESCRIPTION OF ACTIVITIES

OF THE

INSURANCE DEPARTMENT
DEPARTMENT OF JUSTICE
DEPARTMENT OF LABOR AND INDUSTRY
DEPARTMENT OF MILITARY AFFAIRS
MILK CONTROL COMMISSION
DEPARTMENT OF MINES
PENNSYLVANIA BOARD OF PAROLE
PENNSYLVANIA HISTORICAL & MUSEUM COMMISSION

COMPILED FOR THE

REORGANIZATION AND CLASSIFICATION COMMITTEE

PENNSYLVANIA ECONOMY LEAGUE, INC.
HARRISBURG, PA.
Library

HARRISBURG
PENNSYLVANIA

NOVEMBER
1944

As a basis for studying in detail the functions of state government, the Reorganization and Classification Committee obtained from each department, board, or commission a complete factual statement of:

(a) Each specific job or activity performed by the agency

(b) The purpose served by each job or activity

(c) The federal or state law, agency regulation, executive order or policy requiring the performance of the job or activity, which are abbreviated as follows:

"F"=Required by federal statutes or regulation (Show statute, article, section, etc.)

"R"=Required by department, board or commission regulation (Show regulation number or date)

"O"=Not required by any of the foregoing but carried on as a matter of policy or practice

"S"=Required by state law (Show pamphlet law number with articles, section, etc.)

"E"=Required by Executive Board or Governor's Office (Show date of order)

(d) The number of persons required on a full or part time basis to perform each job or activity

Since this was the first inventory of its kind in the history of the state government, the Committee has compiled the information for future reference and use into the following sections:

Section I	Governor's Office Department of Agriculture Department of Banking
Section II	Civil Service Commission Department of Commerce Pennsylvania Post War Planning Commission Board of Fish Commissioners Department of Forest and Waters
Section III	Pennsylvania Game Commission Department of Health
Section IV	Department of Highways
Section V	Insurance Department Department of Justice Department of Labor and Industry Department of Military Affairs Milk Control Commission Department of Mines Pennsylvania Board of Parole Pennsylvania Historical and Museum Commission
Section VI	Pennsylvania Liquor Control Board
Section VII	Pennsylvania Public Utility Commission Pennsylvania State Police Department of Property and Supplies Department of Public Instruction
Section VIII	Department of Public Assistance
Section IX	Department of Revenue Department of State
Section X	Department of Welfare

ACTIVITY PERFORMED NO. 1

Statutory office of Insurance Commissioner

PURPOSE

To execute the law of this Commonwealth in relation to insurance.

REFERENCE

S (Sec. 201 of Act of May 17, 1921, P. L. 789)

PERSONNEL

5 FT

ACTIVITY PERFORMED NO. 2

Organization and Administration of Department.

Staff jobs: Collection, opening, distribution of mail; and the mailing thereof; handling of all correspondence of the Department; handling of all photostating, mimeographing, duplicating work of Department; reception duties; maintaining necessary files.

PURPOSE

Self-explanatory

REFERENCE

S and E

PERSONNEL

6 FT

STATEMENTS AND AUDITS

ACTIVITY PERFORMED NO. 1

Preparation and mailing of annual statements, applications for license and valuation report blank forms to the various classes of insurers; receiving and filing same; forwarding one copy of annual statements for all domestic insurers to Examination Division, Philadelphia; and one copy for insurers writing Workmen's Compensation insurance to the Actuary, located in Philadelphia.

PURPOSE

Required of all insurers, reflecting financial condition as of each year end transactions for the year; to have sworn data uniformally available from all classes of insurers in order to determine worthiness to continue in business and ability to fulfill obligations; for use in connection with triennial and interim examinations; to have available for public inspection; source for data for Insurance Department Annual Reports and other purposes as the need arises, including approval of Workmen's Compensation Premium Rates.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 317
S - May 17, 1921, P. L. 682, Sections 320, 321, 503, 655, 661, 663, and 1007.
S - Act of July 17, 1935, P.L.1092, Sections 28,29,30
S - Act of June 4, 1937, P. L. 1643, Section 7
S - Act of June 21, 1937, P. L. 1948, Section 5
S - Act of June 27, 1939, P. L. 1125, Section 13

PERSONNEL

11 PT

ACTIVITY PERFORMED NO. 2

Preliminary review of all annual statements; licensing of all insurers of other states and foreign governments and domestic reciprocals and Inter-Insurers Exchange; billing fees for filing annual statements and fees for licenses issued.

PURPOSE

Determine financial qualifications of insurers to continue in business; produces record of license authorities.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Sections 208,211, 212
S - Act of May 17, 1921, P. L. 682, Sections 401, 516, 531 601, 662, 675, 801, 1005
S - Act of July 17, 1935, P. L. 1092, Section 21

PERSONNEL

9 PT

ACTIVITY PERFORMED NO. 3

Recording of pertinent data relative to financial status for all insurers.

PURPOSE

To have essential data readily available for use when answering correspondence and oral inquiries.

REFERENCE

(0)

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 4

Audit of annual statements filed by all registered insurers; copies of correspondence relating to statements filed by domestic insurers sent to Examining Division, Philadelphia.

PURPOSE

To determine that statements have been properly returned; that all insurers are financially qualified to continue transacting business; that statutory reserves are maintained; that business transacted is in accordance with charter and licenses.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Sections 404, 405, 406, 408, 517, 518, 519, 520, 602, 603, 604, 607, 685, 690, 692, 693, 694, 695, 802, 803, 806, 807, 1008
S - Act of May 18, 1937, P. L. 704, Section 16
S - Act of May 21, 1937, P. L. 774, Section 8
S - Act of June 12, 1931, P. L. 575, Article X
S - Act of July 1, 1937, P. L. 2687, Section 1
S - Act of July 12, 1935, P. L. 564, Section 1
S - Act of June 2, 1937, P. L. 1183, Sections 1 and 2
S - Act of July 17, 1935, P. L. 1092, Section 15
S - Act of June 4, 1937, P. L. 1643, Sections 5 and 6.
S- Act of June 22, 1937, P. L. 1948, Sections 4 and 6
S - Act of June 27, 1939, P. L. 1125, Sections 5 and 14.

PERSONNEL

7 PT

ACTIVITY PERFORMED No. 5

Compilation of statistical data filed by all registered insurers.

PURPOSE

For Insurance Department, Department Annual Report; Special reports as required.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 219
S - Act of April 9, 1929, P. L. 177, Section 504
O

PERSONNEL

7 PT

ACTIVITY PERFORMED No. 6

Reviewing and filing of all papers, including filing of charters and by-laws relating to the organization of, and issuance of Certificates of Authority to, domestic insurers; also amendments to such papers; billing fees therefor.

PURPOSE

To determine that statutory requirements have been met, methods of doing business.

REFERENCE

S - Act of May 17, 1921, P. L. 689, Article II, Sections 322, 325, 331, 352, 534, 542, 544, 685, 1004
S - Act of July 17, 1935, P. L. 1092, Sections 6, 10, 17
S - Act of April 20, 1921, P. L. 175, Sections 1 to 4.
S - Act of June 24, 1939, P. L. 685, Sections 1 and 2.
S - Act of May 12, 1925, P. L. 618, Sections 1 and 2.
S - Act of April 26, 1929, P. L. 794, Sections 1 to 5.
S - Act of May 5, 1933, P. L. 289, Sections 218, 219, 317, 510, 1005
S - Act of June 27, 1939, P. L. 1125, Section 7
S - Act of May 17, 1921, P. L. 789, Section 211
S - Act of July 11, 1913, P. L. 804, Sections 1 to 10
S - Act of June 4, 1937, P. L. 1643, Section 1
S - Act of May 25, 1921, P. L. 1124, Sections 1 to 3

PERSONNEL

5 PT

ACTIVITY PERFORMED No. 7

Reviewing charters, by-laws, financial statements and other papers in connection with the admissions and licensing of insurers of other states and foreign governments to do business in Pennsylvania; filing all papers; and amendments, billing, filing fees.

PURPOSE

To determine that such insurers are legally organized; that they meet the statutory financial requirements to do business.

REFERENCE

S - Act of May 17, 1921, P. L. 682, Sections 301, 401, 516, 531, 542, 544, 601, 661, 675, 685, 690, 801
S - Act of July 17, 1935, P. L. 1902, Section 22
S - Act of May 17, 1921, P. L. 789, Sections 208, 209, 211, 212

PERSONNEL

7 PT

ACTIVITY PERFORMED NO. 8

Review agreements and financial statements pertaining to total reinsurance, mergers and consolidations, and dissolutions.

PURPOSE

Approval by Insurance Commissioner required.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 502
S - Act of May 17, 1921, P. L. 682, Sections 319, 334, 337, 338
S - Act of July 17, 1938, P. L. 1092, Section 20
S - Act of May 5, 1933, P. L. 289, Section 1005
S - Act of June 21, 1937, P. L. 1948, Section 7

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 9

Maintainance of records relative to admission, withdrawal, re-insurance, suspension and dissolution of all insurers and issuance of notices thereof to interested State Departments.

PURPOSE

For use in acceptance of Services of Process; answering inquiries; data required for the Insurance Department annual reports; as a service to other State Departments and publishers.

REFERENCE

S - Act of May 17, 1921, P. L. 682, Section 301
S - Act of April 9, 1929, P. L. 343, Section 730
O

PERSONNEL

6 PT

ACTIVITY PERFORMED NO. 10

Preparing Certificates of Valuation and billing annually fees for valuation of life insurance policies.

PURPOSE

Required by law.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 211.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 11

Acknowledging acceptance of Service of Process in any Legal proceeding against authorized insurers of other states and foreign countries; billing fees.

PURPOSE

Required by law.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 210
S - Act of May 17, 1921, P. L. 684, Sections 301, 1010
S - Act of May 17, 1935, P. L. 1092, Section 23

PERSONNEL

5 PT

ACTIVITY PERFORMED NO. 12

Preparation for certification of copies of charters and amendments, annual statements and other filed papers; billing fees therefor.

PURPOSE

At the request of insurers and insureds.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 207, 211.

PERSONNEL

6 PT

ACTIVITY PERFORMED NO. 13

Receiving securities for transmittal to State Treasurer and maintaining records of deposits, exchanges and withdrawals; corresponding regarding clipping of coupons and preparation of powers of attorney for collection of interests on registered bonds; preparation semi-annually of list of securities on deposit for use of the Auditor General; preparation of Certificates of Deposit and billing fees therefor.

PURPOSE

Required by law, accommodation of insurers.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 211, 212, Article IV
S - Act of May 17, 1921, P. L. 682, Section 661
S - Act of June 24, 1939, P. L. 686, Section 6
S - Act of April 28, 1903, P. L. 329, Section 5

PERSONNEL

6 PT

ACTIVITY PERFORMED NO. 14

Issuance of Certificate of Authority to examine insurers; filing Reports of Examination and corresponding relative thereto.

PURPOSE

For use of examination; reports of examination used in connection with the auditing of annual statements and available for public inspection.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 213, 214, 215, 216
S - Act of May 17, 1921, P. L. 682, Sections 502, 1007
S - Act of July 17, 1935, P. L. 1092, Section 19
S - Act of June 4, 1937, P. L. 1543, Section 8
S - Act of May 1, 1933, P. L. 102, Section 1
S - Act of June 21, 1937, P. L. 1948, Section 5
S - Act of June 27, 1939, P. L. 1125, Section 13

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 15

Issuance of Certificate of Authority to surety companies and billing fees therefor.

PURPOSE

Upon request of insureds, including various State Departments and insurers.

REFERENCE

S - Act of May 17, 1921, P. L. 682, Section 662
S - Act of June 25, 1885, P. L. 181, Section 1
S - Act of May 17, 1921, P. L. 789, Section 211

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 16

Issuance of Certificates of Authority to advertise and billing fee therefor.

PURPOSE

Upon request; certifies that company named therein is authorized insurer.

REFERENCE

S - Act of June 24, 1939, P. L. 872, Section 689
S - Act of May 17, 1921, P. L. 789, Section 211

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 17

Issuance of Certificates for Extension of Time to hold real estate and billing fee therefor.

PURPOSE

For real estate owned by domestic insurers other than that requisite for transaction of business if in the disposition thereof the interests of the insurer will suffer materially by a forced sale.

REFERENCE

S - Act of May 17, 1921, P. L. 682, Sections 406, 519, 604, 685, 803
S - Act of May 17, 1921, P. L. 789, Section 211

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 18

Issuance of Certificates of Compliance and miscellaneous certificates and billing form therefor.

PURPOSE

Accommodation of insurers and the public.

REFERENCE

S - Act of May 17, 1921, P. L. 789, Section 211.

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 19

Conduct examination relating to licensing of agents and brokers.

PURPOSE

Accommodation to Division of Agents & Brokers.

REFERENCE

O

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 20

Maintenance of records covering absences due to vacation, illness and other leave for Insurance Department personnel.

PURPOSE

Record of absenteeism of employees; salary records.

REFERENCE

S - Act of April 9, 1929, P. L. 177, Section 222.

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 21

Answering written and oral inquiries relative to activities of insurers.

PURPOSE

Public service and requirement of Insurance Statutes; Requirements of law.

REFERENCE

S - Act of May 17, 1921, P. L. 682, Sections 346, 347, 348, 350, 353, 414, 546, 626.
S - Act of May 17, 1921, P. L. 789, Section 623

PERSONNEL
6 PT

ACTIVITY PERFORMED NO. 22
Supervising, filing of policies and related forms used in Pennsylvania.

PURPOSE
Furnish data to Supervising Policy Analyst, located in Philadelphia, relative to charter and license powers of all insurers; determine financial status of mutual companies other than life in connection with issuance of non-assessable contracts and maintenance of records thereof; to have copies of policy forms available for public inspection and certification upon request.

REFERENCE
S - Act of May 17, 1921, P. L. 682, Sections 301, 354, 409, 523, 616, 627, 653, 804, 1004.
S - Act of June 4, 1937, P. L. 1643, Section 9
S - Act of June 21, 1937, P. L. 1948, Section 4
S - Act of June 27, 1937, P. L. 1125, Section 12
S - Act of May 17, 1921, P. L. 789, Section 411

PERSONNEL
5 PT

ACTIVITY PERFORMED NO. 23
Assisting in the compilation of the insurance laws and supplements thereto for publication and distribution.

PURPOSE

REFERENCE
0

PERSONNEL
3 PT

ACTIVITY PERFORMED NO. 24
Assisting in preparing and reviewing insurance legislation.

PURPOSE

REFERENCE
0

PERSONNEL
1 PT

STATEMENTS AND AUDITS - POLICY ANALYSIS

ACTIVITY PERFORMED NO. 1

The general nature of the work is that of approving the legality of insurance policies and other forms of insurance contracts issued by all types of insurance organizations and that of carrying on all correspondence relating to those forms; the filing of those forms; all this including necessary conferences within the Department and with insurance company representatives; advising and handling complaints of the public arising out of insurance contracts; advising others within the Insurance Department where they need information arising out of this work, acting in an advisory capacity when insurance legislation is before the General Assembly; and general executive functioning with regard to all policy approval matters as set forth in the insurance laws.

PURPOSE

Supervision and approval of insurance policies prior to their being offered to the insuring public. This function provides a very great protection to insureds.

REFERENCE

S - Section 354 (as amended by Act of May 28, 1937, P. L. 934 of the Act of May 17, 1921, P. L. 682) Prohibiting use of policies, contracts, etc., unless approved. Penalty.

PERSONNEL

3 FT

STATEMENTS AND AUDITS - FILE

ACTIVITY PERFORMED NO. 1

Maintenance of permanent files - in file and supply room in basement of North Office Building. (not including current files maintained in various Divisions)

Maintenance particularly and specifically of:

Charter and By-Law records	For Division of Statements and Audits
Policy and rate filings records	
Annual statements for 10 years of domestic and of 8 years of foreign insurors; of which there are in excess of 1000.	
Annual and permanent records of agents and brokers	For Division of agents & brokers
Income and disbursement vouchers	For Comptroller
Supplies	For Comptroller

PURPOSE

To maintain necessary files for all Divisions of Insurance Department.

REFERENCE

Required by Department, with approval of Executive Board.

PERSONNEL

3 FT

COMPLAINTS - PHILADELPHIA AND PITTSBURGH

ACTIVITY PERFORMED NO. 1

Receiving and studying complaints from policyholders or from claimants against policyholders.

PURPOSE

To serve the insuring public directly in regard to all questions of complaints arising from activities of companies, agents, brokers and all others engaged in the insurance business.

REFERENCE

S - Section 201 - Act of May 17, 1921, P. L. 789
R - required by Department
E - approved by Executive Board. Established in dim past of Department History.
A very necessary function of Department.

PERSONNEL

3 FT in Harrisburg
4 in Philadelphia Field Office
4 in Pittsburgh Field Office

AGENTS AND BROKERS

ACTIVITY PERFORMED NO. 1

Preparation, collateral study of Rules & Regulations for supervision of agents, brokers, other licensees, arrangement and supervision of the licensing procedure; and correction and improvement as changes in conditions warrant and make necessary.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 2

Preparation and distribution to insurers, agents, brokers, and other licensees of the various applications for licenses.

PERSONNEL

4 PT

ACTIVITY PERFORMED NO. 3

Receipt, inspection of these applications as to qualification of license.

PERSONNEL

2 FT

ACTIVITY PERFORMED NO. 4

Issuance of new and renewal licenses.

PERSONNEL

7 FT

ACTIVITY PERFORMED NO. 5

Billing where billing is necessary for fees for such licenses or recording thereof for Comptroller's Division where fees have accompanied applications.

PERSONNEL

1 FT

ACTIVITY PERFORMED NO. 6

Preparation and holding of examinations of new applicants, where Regulations require.

PERSONNEL

1 FT
6 PT

ACTIVITY PERFORMED NO. 7

Return of applications to insurers in case of error therein; of lack of qualification, of non-appearance for examination or failure therein - in which event procedure in Item 4 above cannot be followed.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 8

Maintenance of 4 control files for agents and 1 for brokers, excess brokers, public adjusters, and solicitors, and cross indexing thereof by county and city sub-divisions.

The detailed operations involved may be best exemplified by reference to the Report of this Division in the 1943 Report of the Insurance Department from which the following is quoted following Item 13.

PERSONNEL

5 FT
2 PT

ACTIVITY PERFORMED NO. 9

Consideration of complaints involving Licensees, holding of informal and formal hearings resulting from such complaints; study of the evidence and submission to the Insurance Commissioner of recommendations as to innocence or guilt, and if guilty, of the penalties to be imposed.

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 10

Preparation - for printing and distribution every three months - of Brokers Bulletin - for sale to all those who need to make certain they are not dealing with non-licensed brokers.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 11

Handling of all correspondence pertaining to the Division.

PERSONNEL

2 FT
6 PT

ACTIVITY PERFORMED NO. 12

Mailing of all licenses and other matter.

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 13

Maintenance of files.

PERSONNEL

6 PT

PURPOSE

As required under the Insurance Department Act, the purposes served by these jobs of the Division of Agents & Brokers is the execution and supervision of the licensing of agents, brokers, Excess Insurance Brokers, Public Adjusters and Public Adjusters Solicitors - all to the end that standards be set and maintained, and quality of service to the insuring public be of a character to warrant approval by this Department.

REFERENCE

S - Section 201, Act of May 17, 1921, P. L. 789
S - Article VI, Sections 601 to 640, covering licensing and supervision of Agents, Brokers, and Excess Brokers and the Public Adjusters and Public Adjusters Solicitors Act of May 25, 1921, P. L. 276 covering licensing and supervision of such Adjusters and Solicitors.

ACCOUNTING

ACTIVITY PERFORMED NO. 1

Maintaining the accounting and budgetary control system.

PURPOSE

This system, as established, is the governing phase for all accounting and budgetary work pertaining to the Department, and must coincide in all respects with the Budget Bureau's rulings and workings.

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 2

Preparing and controlling of all estimates of expenditures.

PURPOSE

This phase of the work of preparing and controlling all estimates of expenditures is to limit the Department in general to a fixed or approximate expenditure basis within a biennium period, and the allocating of such estimates within a six month and month to month basis.

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 3

Preparing and audit of all appropriation requisitions made on the Department of the Auditor General for payment from appropriations.

PURPOSE

This work entails the preparing and audit of all requisitions made by the Department covering purchases of all equipment and material, salaries, wages, etc. for payment by the Auditor General from funds of the respective department, and must be fully substantiated with supporting evidence showing origin of charges.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 4

Preparing, auditing and approving of all requisitions for supplies on, or purchase requests to the Department of Property & Supplies.

PURPOSE

The purpose served in connection with the approving and auditing of all requisitions for supplies on, or purchase requests to the Department of Property & Supplies, is that this being the control office, a fairly accurate check is kept on the needs and usages of the Department, and at the same time a check is made to see that the expenditures are in full accord with the monies so allocated.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 5

Preparing of reports by appropriations and costs reports by bureau or functions for the department.

PURPOSE

The preparation of reports by appropriations and cost reports by bureau and functions is necessary due to the fact that at all times we must be solvent, and in full accord with the rulings and provisions as outlined by the Budget Bureau.

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 6

Maintaining of all records relating to revenue and receipts for the Department of Revenue.

PURPOSE

The purpose of maintaining records relating to all revenue as received by the Department and receipts remitted to the Department of Revenue, is to, at all times, have sufficient and precise records showing that all charges have been made by the various billing agencies within the Department and posted, and all monies received covering such charges are properly credited.

Duplicates of all charges are kept by the billing agency, and the control office and in this way a double check is made on all charges, and this holds true for receipts which eliminates all chances of errors.

PERSONNEL

2 F
1 PT

REFERENCE

E - June 1932

ACTIVITY PERFORMED NO. 7

Maintaining records regarding tax withheld on employe's salaries.

PURPOSE

The purpose of maintaining records regarding tax withheld is to have a complete and concise picture at all times of this phase of work so that proper reports can be submitted quarterly and yearly as requested by the Federal Government, and, at the same time, furnish each employe with a record of salary earned and tax withheld for their income tax purposes at the end of each year.

REFERENCE

F - Federal Current Tax Payment Act of 1943

PERSONNEL

2 PT

ACTIVITY PERFORMED NO. 8

Handling of all correspondence pertaining to this Division in regard to invoices rendered, those outstanding, etc.

PURPOSE

The purpose of this phase of work is to keep the companies and individuals doing business with the Commonwealth in full accord with our practices and records, and, at the same time, furnish any information they may desire in the fulfillment of their business.

REFERENCE

0

PERSONNEL

2 PT

EXAMINATION - PHILADELPHIA

ACTIVITY PERFORMED NO. 1

Arrange yearly schedule of examinations of all insurance companies, societies, associations and exchanges incorporated in Pennsylvania, with allowance for participating by Pennsylvania examiners in Zone Examinations of foreign and alien insurors, which transact business in Pennsylvania.

ACTIVITY PERFORMED NO. 2

Performance of these examinations by duly assigned Chief Examiners, Assistant Chiefs and staff examiners.

ACTIVITY PERFORMED NO. 3

Consultation and supervision by Deputy Commissioner and by Commissioner during these examinations.

ACTIVITY PERFORMED NO. 4

Review, preparation and distribution of as many copies of final Examination Reports as are necessary.

ACTIVITY PERFORMED NO. 5

Maintain records of expense and time of examiners on jobs - and billing of such costs to the insurors.

ACTIVITY PERFORMED NO. 6

Handle correspondence entailed in these examinations.

ACTIVITY PERFORMED NO. 7

Maintain procedure for duplication of these records.

ACTIVITY PERFORMED NO. 8

Maintain files.

PURPOSE

To guard and preserve interests of policy holding public.

To ascertain and publish financial condition and to report upon ability of insurors to fulfill policy obligations.

To ascertain whether insurors have complied with the law.

To ascertain whether insurors maintain adequate records, follow legal procedures, and deal equitably with the insuring public.

REFERENCE

S - Insurance Department Act of May 17, 1921, P. L. 789 - particularly Section 201 - and Sections 211 to 221
Fraternal Benefit Societies Act of July 17, 1938, P. L. 1092, Section 19 - Examination Beneficial Societies
Act of June 4, 1937, P. L. 1643
Section 8 - Examinations Non-Profit Hospital Plan
Act of June 21, 1937, P. L. 1948, Section 5 - Examinations Non-Profit Medical Service
Corporation Act of June 27, 1939, P. L. 1125, Section 13 - Examinations

PERSONNEL

35 FT

ACTUARIAL

ACTIVITY PERFORMED NO. 1

Calculate reserve liability of each domestic life insurance company, and of other insurers transacting business of life insurance, such as fraternals and beneficial associations - and certify to same as of December 31, each year - for inclusion in annual statement of each such insurer.

ACTIVITY PERFORMED NO. 2

Calculate reserve liability, prepare balance sheet and Report of Pennsylvania School Employes Retirement System, as of June 30 of each year.

ACTIVITY PERFORMED NO. 3

Calculate net premiums and evaluation factors, reserve tables and other actuarial functions.

ACTIVITY PERFORMED NO. 4

Review cases involving actuarial interpretation arising in Investigation Division and during examinations of insurers.

ACTIVITY PERFORMED NO. 5

Review problems arising in connection with policy approval by Policy Analyst.

ACTIVITY PERFORMED NO. 6

Prepare and maintain office reports.

ACTIVITY PERFORMED NO. 7

Handle correspondence.

ACTIVITY PERFORMED NO. 8

Maintain necessary mechanical equipment and files.

PURPOSE

To prepare and maintain the scientific actuarial background necessary for fulfillment of purposes cited for the Division of Examination.

REFERENCE

S - Insurance Department Act of May 17, 1921, P. L. 789, particularly Section 301 and Section 301 - computation of Reserve Liability - Sections 302, 303, 304, 313 (c), 316, and similar sections of Fraternal and Beneficial Societies Act.

PERSONNEL

8 FT

ACTUARIAL - COMPENSATION - PHILADELPHIA

ACTIVITY PERFORMED NO. 1

Supervise workmen's compensation division of Pennsylvania Insurance Department. Consult with General Manager of Rating Bureau on questions of policy, management, etc.

PURPOSE

To serve by and for the Insurance Commissioner in connection with the many duties and responsibilities placed upon him under the Acts cited in the next column.

REFERENCE

Workmen's Compensation Act June 21, 1939, P. L. 520
State Workmens Insurance Fund Act of June 2, 1915, P. L. 762
Occupational disease
Compensation Act of June 21, 1939, P. L. 566
Workmens Compensation Security Fund Act of July 1, 1937, P. L. 2532

PERSONNEL

2 FT

DEPARTMENT OF JUSTICE

ACTIVITY PERFORMED NO. 1

Administration of office work.

PURPOSE

Prepare written formal and informal opinions upon request of clients, also advise them daily on legal questions. Litigation and court work. Printing and indexing all opinions and paper books. Administration legislation. Advise the Governor on all bills passed by the Legislature. Contracts and bonds. Title work. War activities. Highway land damages. Extraditions. Supervise Commonwealth attorneys in all counties, departments, boards and commissions.

REFERENCE

Sections 512, 901-936 of the Administrative Code of 1929.

PERSONNEL

21 (F)
21 (PT)

ACTIVITY PERFORMED NO. 2

Accounting, budget and related activities.

PURPOSE

Maintain accounting, budget and personnel records relating to the Department of Justice, including payrolls, payment of bills, and preparation of requisitions for office supplies.

REFERENCE

(E)

PERSONNEL

1 (F)

ACTIVITY PERFORMED No. 3

Collection work.

PURPOSE

Delinquent corporation tax, liquid fuels tax, sales tax, insane maintenance, forest fire claims, bond and coupon defaults, domestic bonuses, public assistance claims, highway claims, Personal Property tax, and all other types of delinquent miscellaneous claims referred to this department for collections.

REFERENCE

Section 203-4 of the Administrative Code of 1929, P.L. 177 as amended.

PERSONNEL

8 (F)

ACTIVITY PERFORMED NO. 4

Stenographic and related activities.

PURPOSE

Performs stenographic services in connection with all correspondence, briefs, opinions, legislation and other data prepared by this department.

REFERENCE

(O)

PERSONNEL

16 (F)

ACTIVITY PERFORMED NO. 5

Operation of switchboard and receive visitors.

PURPOSE

Receives incoming calls in the absence of the officers and the employes of the department. Receives visitors having business in the department and directs them to the proper officer or employe.

REFERENCE

(O)

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 6

Filing and related activities.

PURPOSE

Maintain card index and cross reference filing covering every department, board, commission and agency in the Commonwealth of Pennsylvania. Research and miscellaneous duties.

REFERENCE

(O)

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 7

Mail and messenger service.

PURPOSE

Takes care of the mailing of all correspondence and communications of the Department of Justice as well as calendars and applications for Board of Pardons.

REFERENCE

(O)

PERSONNEL

4 (F)

ACTIVITY PERFORMED NO. 8

Maintenance of law Library.

PURPOSE

Keep available in upto-date from all necessary published legal services and legislation. Briefs in all Commonwealth cases and a card index of all books in library.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 9

Board of Pardons.

PURPOSE

Receives applications from prisoners in the several penitentiaries for pardon and commutation of sentence. Reviews all cases.

REFERENCE

Constitution of [illegible]
Article IV Section [illegible]

PERSONNEL

4 (F)

DEPARTMENT OF LABOR AND INDUSTRY

EXECUTIVE BUREAU

ADMINISTRATIVE
ACTIVITY PERFORMED NO. 1

Administer the affairs of the Department of Labor and Industry in accordance with Article XXII of the Administrative Code of 1929 and amendments thereto.

Participate in administering the laws and functions pertaining to -

State Workmen's Insurance Board
Industrial Board
Workmen's Compensation Board (ex-officio)
State Council for the Blind
State Apprenticeship Council

PURPOSE

To serve the labor and industrial interests of the Commonwealth and to enforce the laws relating to the safety and well-being of employes.

REFERENCE

S

ACTIVITY PERFORMED NO. 2

Performing secretarial duties of State Apprenticeship Council.

PURPOSE

To provide industry with continuous flow of skilled labor via apprenticeship training.

REFERENCE

E

ACTIVITY PERFORMED NO. 3

Performing secretarial duties.
Stenographic - Receptionist - Filing.

PURPOSE

To assist Administrators of Departments.

To provide these services for the Administrators.

REFERENCE

R

PERSONNEL

9 (F)

ACTIVITY PERFORMED NO. 4

Personnel Administration.

PURPOSE

Self-explanatory.

REFERENCE

S - Administrative Code, Section 603

E

O

PERSONNEL

2 F

ACCOUNTING - DISTURSEMENTS

ACTIVITY PERFORMED NO. 5

Prepare Biennial Appropriation Requests and Receipts and Revenue Estimates.

Prepare Biennial Expenditure Budget on a six months basis and currently on a monthly basis for six months.

Maintain Expenditure and Budget Control Ledgers.

PURPOSE

Provide the Budget Secretary with expenditure and revenue information for preceding fiscal years and the present fiscal year and estimates of revenue and amounts needed for the succeeding biennium.

To limit monthly and biennial expenditures to amounts provided by the General Assembly and the Governor.

To ascertain and limit the monthly expenditures to the amounts provided in the approved budget.

To supply the Budget Office with Expenditure, Commitment and Budget information.

To determine correctness and legality of payment. Card record also provides facility of payment information.

REFERENCE

O

E

S - Administrative Code

PERSONNEL

5 F

ACCOUNTING - PAYROLL
ACTIVITY PERFORMED NO. 6

Calculate, prepare and process payrolls, including Retirement and Tax computations.

Maintain personnel card record file of name, address, county, title, salary, date of birth, overdrawn leave of absence, withdrawal data.

PURPOSE

To compensate employes for services rendered.

To provide essential personnel data expeditiously.

REFERENCE

O
E
F
S - Administrative Code

PERSONNEL

3 F

ACCOUNTING - PROCUREMENT
ACTIVITY PERFORMED NO. 7

Procure supplies, materials, equipment and printed matter required by the various bureaus of the department.

PURPOSE

To obtain material, etc. which are required to operate the department.

REFERENCE

O & S

PERSONNEL

3 F

ACCOUNTING - RECEIPTS
ACTIVITY PERFORMED NO. 8

Prepare Annual Revenue and Receipts Estimates.

PURPOSE

To provide requested information to the Department of Revenue and Budget Office.

REFERENCE

O, E, and S

PERSONNEL

1 F

ACCOUNTING - STOREROOM

ACTIVITY PERFORMED NO. 9

Receive supplies, materials and equipment and verify quantities of same with copies of purchase orders.

Maintain storeroom of supplies and materials.

Maintain perpetual inventory card record.

Issue and deliver stores items on requisition. This includes freight, and express shipments to field offices.

Move or re-arrange office equipment when required.

Tag new equipment.

PURPOSE

Central receiving, storing and distribution storeroom.

To be able to issue such items when required by the several bureaus and to eliminate a multiplicity of purchasing.

To determine balance on hand, quantity to be carried and quantity to be purchased. For verification purposes with control records kept elsewhere.

To expedite the delivery of stores stock.

To expedite the work and advise the equipment inventory clerk accordingly.

To account for those items on equipment inventory record.

REFERENCE

O

ACTIVITY PERFORMED NO.10

ACCOUNTING - MAIL

Receive and distribute inter-departmental mail.

Operate a special delivery message service including intra-departmental messages.

Segregate out-going mail and maintain cost records by bureaus and/or divisions.

Meter stamp out-going mail and affix proper amount of postage to packages.

Prepare daily report of meter postage for Post Office.

PURPOSE

To facilitate the delivery of the mail.

To provide this service to all bureaus.

To allocate postage charges to the proper agency.

To forward mail in compliance with the postal laws and regulations.

To meet Post Office requirements.

REFERENCE

O

F

PERSONNEL

5 F

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF INSPECTION

ADMINISTRATIVE
ACTIVITY PERFORMED NO. 1

The Bureau of Inspection is provided for in Article 22, Section 2202, of the Administrative Code, is authorized to inspect, during reasonable hours and as often as practicable, every room, building or place within this Commonwealth where and when any labor is being performed which is affected by the Divisions, any law in this Commonwealth and all buildings in which the public assembles. This Bureau supervises the work of the six Divisions.

PURPOSE
To protect, life, limb and health of every person employes or permitted to assemble in any place in this Commonwealth.

REFERENCE
S

PERSONNEL
2 F

BOILER
ACTIVITY PERFORMED NO. 2
Inspect boilers and pressure vessels that are not insured, report violations of the Boiler Law, restamp boilers when the stamping is obliterated. The State is divided into eight districts.
Maintain a visible index of all boilers and vessels showing the pertinent specifications and inspection dates, also prevents duplication in billing. Changes in ownership, location or the discontinuance of operation is recorded.

PURPOSE
To inspect boilers and vessels not insured and prevent violations of the Boiler Law.
To provide visible records of boilers and pressure vessels.

REFERENCE
S
O

PERSONNEL
22 F

ELEVATOR

ACTIVITY PERFORMED NO. 3

Inspection of passenger elevators, freight elevators, escalators, dumbwaiters and hoists and sealing of all dangerous or unused elevators.

Prosecutions for violations of the elevator law, child labor law and the elevator code. Investigation and development of all evidence for submission to proper authorities.

Investigation of all accidents occurring on elevators and other hoisting equipment.

PURPOSE

To insure proper installation, tests, maintenance and operation of all elevators, dumbwaiters, escalators and hoisting equipment as required by law and the elevator code.

To compel proper observance of the law and protect employes and the general public using elevator equipment in Pennsylvania.

To determine cause of the accident and make recommendations to prevent similar accidents in the future.

REFERENCE

S - Act of the Assembly No. 452, approved May 2, 1929, P. L. 1518 as amended, Sections 2 to 12, inclusive, the rules and regulations of the Department of Labor and Industry for elevators, escalators, dumbwaiters and hoists, 1943 edition.

PERSONNEL

32 F

MINES, QUARRIES AND EXPLOSIVE

ACTIVITY PERFORMED NO. 4

The Division of Mines, Quarries and Explosive Division is provided for in the Administrative Code, Act 174 and Act 537.

It inspects all mines other than coal mines, and magazines for storage of explosives. Investigates accidents, serious or fatal, in all Quarries, Clay Mines, Ore Mines, Cement Plants, Hollow Tile Plants, Lime Plants, Sand and Gravel Mines.

Issues license for Storage, Handling and Use of Explosives, and receives fees for same. Approves plans for the erection of new magazines and approves site for same.

PURPOSE

To protect the life and health of all persons employed, and to determine if they are operating according to the General Safety Act and Child Labor Law.

REFERENCE

S

Administrative Code: General Safety Act 174
Explosive Act 537
Child Labor Law 177

PERSONNEL

9F

BUILDINGS
DIVISION SUPERVISION
ACTIVITY PERFORMED NO. 5

Issuing Motion Picture Permits.

Examination and approval of plans for private, public, and state-owned buildings.

Making inspections of buildings where controversies occur and as requested by Secretary of Labor and Industry or Director of Bureau of Inspection.

PURPOSE

To secure compliance with law and protect the patrons attending such exhibitions.

To comply with law and provide fire and panic protection to occupants of buildings.

To work out a satisfactory application of the Act and Regulations where on account of unusual structural conditions or processes of manufacture it is difficult to apply the requirements.

REFERENCE

S P. L. 465 of 1927
Section 6
S P. L. 465 of 1927
Section 8
O
S P. L. 465 of 1927
Section 19

PERSONNEL

9 F

ACCIDENT PREVENTION
ACTIVITY PERFORMED NO. 6

Investigation of industrial accidents occurring in industry excluding coal mines.

Maintaining a complete record of all industrial accident investigations; cross index file as to the nature of safety violation; firm file of non-fatal and fatal accidents; performing general filing, typing and stenographic work.

Complete record file of general field inspection reports. Type of industrial establishments in which investigation is made. Direct number of violations found, orders issued; also recommendations made by field inspector. Open and closed files are maintained until notified by Field Supervisor.

PURPOSE

To determine cause of accident, prevent recurrence, and to stress importance of industrial firms complying with State Safety Regulations.

REFERENCE

S - General Safety Act 174
(Reference Bulletin No. 5
"Laws Administered by the Department of Labor & Industry")

PERSONNEL

5 F

BEDDING AND UPHOLSTERY

ACTIVITY PERFORMED NO. 7

Inspect supply plants furnishing filling materials intended for use in articles of bedding and upholstery in order to ascertain if materials are to all outward appearances properly described and sterilized.

Inspect plants manufacturing articles of bedding and upholstery. Inspection includes bulk materials articles in process of manufacture and finished articles in order to ascertain if materials and articles are properly tagged, stamped and sterilized to outward appearances.

Inspect wholesale and retail stores selling articles of bedding and upholstery in order to ascertain if the articles are properly tagged, stamped and sterilized.

Inspect upholstering shops in order to ascertain if articles repaired, built or renovated are properly tagged, stamped or sterilized.

PURPOSE

To protect all parties involved by revealing if the materials are as represented and are clean and sanitary. Health and economic factors involved.

REFERENCE

S - Act #249, P. L. 926, Section 9b

PERSONNEL

11 F

SUPERVISING OFFICES

ACTIVITY PERFORMED NO.8

The Bureau of Inspection has seven (7) Supervising Offices for the enforcement of all laws and regulations.

PURPOSE

To protect life, limb and health of every person employed.

REFERENCE

S - Act 174, General Safety Law

ACTIVITY PERFORMED NO. 9

Inspect factories, mills, shops, theatres, motion picture theatres, buildings, hospitals, colleges, auditoriums, emergency lighting systems, fire alarm systems, means of egress, safeguarding of machinery, proper ventilation, proper lighting, investigation of accidents, investigation of violations, investigation of job analysis for all minors, issuing orders to correct violations, organizing plant safety committees, first aid committees, conducting safety meetings, prosecuting violators of law, attending inquests where fatal accidents occur, giving testimony as to how the accident occurred, whether or not there was a violation of law or standards.

Checking motion picture theatre booths for fire hazards and to determine if the operator is qualified as required by law, properly licensed and find if the license is displayed.

Investigating complaints, anonymous and otherwise.

File reports with the supervising office or the office of the Director, regarding law violations.

Checking plans of buildings, new and remodeled for proper means of egress, fire towers, fire escapes. Inspect all buildings where the public is allowed to lodge, reside or assemble.

PURPOSE

To comply with law and provide fire and panic protection to occupants of buildings.

To secure compliance with law and protect the patrons attending such exhibitions.

To determine whether there was any violation of laws and place responsibility for same.

To organize and promote safety in accident prevention work for the protection of life, limb and health.

REFERENCE

S - Act No. 299, Fire & Panic Law
S - Act No. 566, Fire Drill Act
S - Act No. 32, Foundry Act
S - Act No. 851, Lead Manufacturing
S - Act No. 364, Work in Compressed Air
S - Act No. 177, Child Labor Law
S - Act No. 466, Woman's Labor Law

ACTIVITY PERFORMED NO. 10

Answer all local correspondence and take care of any work received from the Director's office.

PURPOSE

To handle correspondence and stenographic duties.

REFERENCE

0

PERSONNEL

9 FT - Altoona
12 FT - Lancaster
19 FT.--Philadelphia
16 FT - Pittsburgh
9 FT - Titusville
14 FT - Wilkes-Barre
9 FT - Williamsport

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF INDUSTRIAL STANDARDS

ACTIVITY PERFORMED NO. 1

Draft regulations to prevent industrial and public hazards.

Investigate and study hazardous conditions in industrial establishments.

Investigate, test and report on devices and appliances submitted for approval.

PURPOSE

Provides an effective and uniform method of procedure and guidance to industry and business in applying such regulations as may be promulgated to adequately eliminate hazardous conditions relating to the protection of employes in industrial establishments, the protection of the public in places of public assembly, such as: theatres, schools, colleges, public halls, etc., by requiring that fire alarm systems, emergency lighting equipment, means of egress, machine guards and devices, etc., be provided.

REFERENCE

S - Act 174, 1937, P. L. 654
Act 299, 1927 & 1937, P. L. 465
Act 537, 1937, P. L. 2681
Act 249, 1937, P. L. 926
Act 177, 1915 & 1943, P. L. 286
Act 466, 1913 & 1943, P. L. 1024

PERSONNEL

3 F

DEPARTMENT OF LABOR AND INDUSTRY

INDUSTRIAL BOARD

ACTIVITY PERFORMED NO. 1

Preparation of all data for presentation at monthly meetings of the Board.

PURPOSE

All information must be compiled and edited and placed in compact form so that each case is comprehensible.

REFERENCE

S - Act 175, April 9, 1929, Article XXII, Section 2214

PERSONNEL

4 F

ACTIVITY PERFORMED NO. 2

Industrial Board Meetings.

PURPOSE

Meetings are held once a month to consider appeals submitted for relief from application of laws and regulations of the Department. Also public hearings are held on new or revised regulations or upon request of any individual. Consideration is given to approval of devices submitted as required by various laws and regulations. Special meetings are held upon request of Secretary of the Department.

REFERENCE

Act 175, P. L. 177 Section 2214
Apr. 9, 1929

PERSONNEL

3 PT

ACTIVITY PERFORMED NO. 3

Elevator Advisory Board Meeting.

PURPOSE

Quarterly meetings are held in accordance with requirements of the Elevator Regulations in order to examine applicants for Pennsylvania elevator inspector's credentials. These papers are graded by the Board. Consideration is given at this time to any technical question which may

involve an individual elevator, a change in the regulations or require an interpretation. Special meetings are held when in the opinion of the Department they are thought necessary. Many technical elevator questions are settled by correspondence with this Board.

REFERENCE

R - Set up by Industrial Board January 13, 1916 -
Revised Set up Approved by Industrial Board
February 10, 1920. Act 452, May 2, 1929
P. L. 1518, Section I and 4

PERSONNEL

4 PT

ACTIVITY PERFORMED NO. 4

Boiler Advisory Board Meeting.

PURPOSE

Quarterly meetings are held in accordance with requirements of the Boiler regulations in order to examine applicants for Pennsylvania boiler inspector's credentials. These papers are graded by the Board. Consideration is given at this time to any technical question which may involve an individual boiler, a change in the regulations or require an interpretation. Special meetings are held when in the opinion of the Department they are thought necessary. Many technical boiler questions are settled by correspondence with this Board.

REFERENCE

R - Set Up by Industrial Board January 13, 1916 -
Revised Set Up Approved by Industrial Board
February 10, 1920. Act 451, May 2, 1929.
P. L. 1513 - Section I and 5

PERSONNEL

2 PT

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF MEDIATION

ACTIVITY PERFORMED NO. 1

Mediates labor disputes (strikes, controversies and lockouts). Arranges and attends separate and joint conferences between labor and management in an endeavor to assist in bringing about adjustments of labor disputes.

PURPOSE

To maintain better relations between labor and management concerning wages, hours and working conditions.

REFERENCE

Pamphlet Laws 674 - 1937
Act 177

PERSONNEL

13 F

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF WOMEN AND CHILDREN
AND
HOURS AND MINIMUM WAGES

ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Administer the provisions of the Woman's Law, Child Labor Law, Industrial Home Work Law and Minimum Wage Law.

Write reports and edit and approve all published reports of the Bureau; disseminate information about employed women and minors; and write articles for Pennsylvania Labor and Industry Review.

PURPOSE

To enforce laws passed by the Legislature and regulations promulgated by the Industrial Board for promoting and safeguarding the welfare of employed women and minors.

To educate the public.

REFERENCE

S - Section 2207 Administrative Code of 1929, P. L. 177
Woman's Law, Act 466 July, 1913, P. L. 1024 as amended
Child Labor Law, Act 177, May, 1915, P. L. 286 as amended
Minimum Wage Law, Act 248, May, 1937, P. L. 917
Industrial Home Work Law, Act 176, May 1937. P. L. 665

R - Regulations Affecting Employment of Women
Regulations Governing Hours Provisions of the Woman's Law
Regulations Affecting Employment of Minors
Regulations for Industrial Home Work

O

PERSONNEL

5 F

INDUSTRIAL HOME WORK - PHILADELPHIA & PITTSBURGH

ACTIVITY PERFORMED NO. 2

Check applications; prepare and type Industrial Home Work Permits; and send completed permit by registered mail.

NOTE: This work also done in the Philadelphia and Pittsburgh offices.

PURPOSE

To license properly persons wishing to engage in Industrial home work.

REFERENCE

S - Industrial Home Work Act, 176, 1937,
P. L. 665, Sections 7, 9, 10

PERSONNEL

2 F

ACCIDENT REPORTS

ACTIVITY PERFORMED NO. 3

Review all industrial accidents to women and minors and evaluate data.

PURPOSE

To detect violations of laws; to report to proper enforcemant agencies; to suggest on basis of findings changes in laws, rules and regulations for safeguarding women and minors in industry.

REFERENCE

S - Administrative Code, Section 2207

PERSONNEL

1 F

STUDIES AND REPORTS - Philadelphia & Pittsburgh

ACTIVITY PERFORMED NO. 4

Gather information and make studies of special problems relating to the employment of women and minors on the following subjects:- Safe clothing, weight lifting, hazardous occupations, pregnant women, reconversion (placement of women and minors in work hitherto done only by men), rest periods, hour schedules, food facilities, recreational facilities, etc. Make available mimeographed material.

PURPOSE

To comply with request from Secretary of Labor and Industry, Industrial Board, Employers, Unions and the general public.

REFERENCE

S - Administrative Code - Section 2207

PERSONNEL

25 F

WAR PERMITS

ACTIVITY PERFORMED NO. 5

Issue and mail war permits for women and minors; receive, review and check applications for legal hours, permitted occupations, and union clearance (if bargaining agent is involved) and forward to Secretary of Labor and Industry for signature. (Also done in Philadelphia & Pittsburgh offices)

PURPOSE

To follow procedure established by Industrial Board, to permit certain variations permitted by wartime amendments.

REFERENCE

S - Woman's Law, Act 466, 1913, P. L. 1024,
Sections 3, 4, 5 and 7

PERSONNEL

2 F

INVESTIGATIONS

ACTIVITY PERFORMED NO. 6

Investigate complaints on hour violations of the Woman's Law and Child Labor Law. Make regular and special investigations of all establishments where women and minors are employed to enforce legal work hours. Interview employes as to hours worked, check posting of Abstract of Law and Schedule of Hours, issue orders to correct violations and check on these warnings, attend office hearings; investigate need for variations requested due to wartime production requirements; prosecute when necessary before magistrate. Prepare daily reports.

NOTE: This work also done by Philadelphia and Pittsburgh offices.

PURPOSE

To determine if violations exist and to take proper measures for correction as provided by law.

REFERENCE

S - Woman's Law, Act 466, 1913, P. L. 1024 - Section 16
Child Labor Law, Act 177, 1915, P. L. 286, Section 24
R - Regulations Governing Hours Provisions of the Woman's Law.

PERSONNEL

14 F

MINIMUM WAGE

ACTIVITY PERFORMED NO. 7

Receive petitions requesting a wage order for a particular industry and check the signatures of the signers of the petition to determine compliance with the law.

To make wage studies; to check payroll records for hours of work; for rates of pay, for a uniform period; visit homes of workers especially where records are not kept at place of employment.

NOTE: This work also done by Philadelphia & Pittsburgh offices.

PURPOSE

To establish a minimum wage in the industry which will protect all employes in the industry but especially those who are not, as a class, on a level of equality in bargaining with their employers in regard to minimum fair wage standards.

REFERENCE

S - Minimum Wage Law, Act 248, 1937 P. L. 917 (Section 4)

PERSONNEL

1 F

DEPARTMENT OF LABOR AND INDUSTRY

PRIVATE EMPLOYMENT AGENCY LICENSES

ACTIVITY PERFORMED NO. 1

Licensing. Issuing licenses to employment agencies coming under three classifications. "A" Domestic and Industrial help. "B" Commercial, Teachers, Professional and Nurses. "C" Theatrical Booking Agencies. Fee $100.00 annually.

PURPOSE

To establish control over the operation of fee-charging employment agencies in the Commonwealth of Pennsylvania; to insure equality of rates charged, to prevent racketeering in this particular field, to promote confidence to those seeking positions through the medium of properly conducted agencies.

REFERENCE

S - Act 261, 7-31-41
Section 10 - 4

ACTIVITY PERFORMED NO. 2

The following duties are performed by each investigator in the following office: Philadelphia, 3, Pittsburgh 2, Harrisburg, 1, Scranton 1.

Investigational.

PURPOSE

A tri-monthly inspection of all licensed agencies operated throughout the state to keep a thorough check on the legality of contracts issued, that commissions are held in line with those approved for each agency at time of application for license.

REFERENCE

S - Act 261, 7-31-41
Section 27

ACTIVITY PERFORMED NO. 3

Conferences made with Better Business Bureaus, Organizations regarding policy and Regulation. (Not performed in field offices)

PURPOSE

Conferences are held periodically with Better Business Bureaus, Chamber of Commerce, State and National representatives of Musicians and Entertainment Unions, State Organization representatives of Commercial Agencies, Nurses Associations for the discussion of policy and practice regulating such agencies in conjunction with private employment agencies.

REFERENCE

0

ACTIVITY PERFORMED NO. 4

Transmittal of Revenue in Fines and Fees.
(Not performed in Field Offices)

PURPOSE

Maintain file of semi-weekly reports of all revenue received and transmitted to Comptroller's Office. Form RTC-2a covers licensee's name and address, No. of license, cost of license and classification. Separate reports for funds 121204 and 121212. Also, Summary Income sheet maintained showing accumulated revenue to date.

REFERENCE

S - Act 261 7-31-41
Section 30

PERSONNEL

9 F

DEPARTMENT OF LABOR AND INDUSTRY

PENNSYLVANIA LABOR RELATIONS BOARD

ACTIVITY PERFORMED NO. 1

As a special ministry assigned to the study and solution of employer-employe problems, the Pennsylvania Labor Relations Board seeks the collaboration of capital and labor. The types of cases handled are Charges of unfair labor practices and Petitions requesting investigation and certification of representatives. The Pennsylvania Labor Relations Board determines whether charges filed against employers or employes constitute unfair labor practices, and in connection therewith the Board authorizes the conducting of hearings, oral arguments and elections throughout the state of Pennsylvania to ascertain the proper representatives of employes for the purposes of collective bargaining.

PURPOSE

Administration of the Pennsylvania Labor Relations Act.

REFERENCE

S-Pennsylvania Labor Relations Act
P. L. 1168, Act No. 294

PERSONNEL

19 F

ACTIVITY PERFORMED NO. 2

Supervising Pittsburgh Regional Office of the Pennsylvania Labor Relations Board, which embraces 24 western counties. Upon request, furnishing information to unions and employers concerning the Pennsylvania Labor Relations Act and the correct procedure to follow on same. Conducting hearings as Trial Examiner throughout the state. Submitting preliminary reports on hearings to the Board. Submitting drafts of Decisions and Orders to Board for approval.

PURPOSE

Administration of the Pennsylvania Labor Relations Act.

REFERENCE

S-Pennsylvania Labor Relations Act
P. L. 1168, Act No. 294

PERSONNEL

4 F

ACTIVITY PERFORMED NO. 2

Supervising Philadelphia Regional Office of the Pennsylvania Labor Relations Board, which embraces five large eastern counties.

Upon request, furnishing information to unions and employers concerning the Pennsylvania Labor Relations Act and the correct procedure to follow on same.

Conducting hearings as Trial Examiner throughout the state.

Submitting preliminary reports on hearings to the Board.

Submitting drafts of Decisions and Orders to Board for approval.

PURPOSE

Administration of the Pennsylvania Labor Relations Act.

REFERENCE

S - Pennsylvania Labor Relations Act
P. L. 1168, Act No. 294

PERSONNEL

6 F

DEPARTMENT OF LABOR AND INDUSTRY

WORKMEN'S COMPENSATION BOARD

ACTIVITY PERFORMED NO. 1

Hearing arguments.
Study of briefs and research of Law.
Rendering opinions.

PURPOSE

Compliance with State Law.

REFERENCE

S - The Workmen's Compensation Act of 1915 as amended. Secs. 402 to 506, inclusive.
S - The Workmen's Occupational Disease Compensation Act of June 21, 1939, P. L. 566, Secs. 403 to 501, inclusive.

PERSONNEL

Office Locations	No. of Employees
Chairman, Philadelphia, Pa.	8
Member, Scranton, Pa.	6
Member, Pittsburgh, Pa.	6

ACTIVITY PERFORMED NO. 2

Receiving appeals.

PURPOSE

To obtain records from Petition Division. Acknowledge receipt of appeal and send copy to adverse party. Request referee to furnish testimony in connection with case. Appointing counsel when claimant is not represented.

ACTIVITY PERFORMED NO. 3

Docketing appeals, commutations, court appeals, rehearing petitions, physical examinations and counsel fee.

PURPOSE

To keep a complete record of all proceedings for the convenience of the Secretary and the Board.

ACTIVITY PERFORMED NO. 4

Certification [illegible] [illegible] and referee's decision.

PURPOSE

To enter judgment and further proceedings.

ACTIVITY PERFORMED NO. 5

Calculation of compensation and [illegible] on board and referees award also commutation granted.

PURPOSE

To furnish all parties [illegible] correct calculation of compensation on awards and commutation granted.

REFERENCE

8 - The Workmen's Compensation Act of 1915
as amended Sections [illegible]-425

ACTIVITY PERFORMED NO. 6

Administrative.

PURPOSE

To perform general office supervision. Receiving claimants, attorneys, telephone calls, [illegible] and assisting claimant's to file appeals.

REFERENCE

0

PERSONNEL

13 F

WORKMEN'S COMPENSATION REFEREE

ACTIVITY PERFORMED NO. 7

Entering assigned compensation claims in permanent record book; making file for each claim; making 3 index cards for each file; filing claims in numerical order; filing index cards.

PURPOSE

To maintain a permanent record, and to facilitate the location of individual files.

ACTIVITY PERFORMED NO. 4

Conducting compensation [illegible], [illegible] interrogation of the [illegible] in the [illegible] [illegible] is not represented by [illegible] [illegible] objections, etc.

PURPOSE

To secure the testimony of the [illegible] witnesses.

REFERENCE

C - Referees appointed by Secretary of Labor and Industry according to Act of [illegible], 1937 (P. L. 177).

5

ACTIVITY PERFORMED NO. 5

Interviewing the public concerning compensation matters; consulting with and advising injured workmen, employees, insurance adjusters and attorneys in compensation litigations; filing petitions for injured workmen; filing answers for defendants and claimants, and administering affidavits.

PURPOSE

To furnish respective information and to submit contested claims to the Referee for determination.

PERSONNEL

1st District	Philadelphia	3 employees
1st District	Philadelphia	4 employees
1st District	Philadelphia	5 employees
2nd District	Milkes-Barre	3 employees
3rd District	Scranton	5 employees
4th District	Lancaster	4 employees
5th District	Pottsville	2 employees
7th District	Johnstown	5 employees
8th District	Pittsburgh	4 employees
8th District	Pittsburgh	4 employees
8th District	Pittsburgh	5 employees
9th District	Greensburg	5 employees
10th District	Warren	3 employees
11th District	Pittsburgh	4 employees

ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Examine Accident Reports.

PURPOSE

To ascertain whether or not Agreements have been received, and if not, request Agreements from Insurance Carrier to ascertain if rejections were served at proper time.

REFERENCE

R - To expedite the administration of Pa. Workmen's Compensation Act of 1915, Act 338, as enacted and amended by others.

S - Pamphlet Law 736-281-284 and Amendments

ACTIVITY PERFORMED NO. 2

Correspondence.

PURPOSE

To advise injured Employes or dependents of their rights under the Workmen's Compensation Act.

REFERENCE

R - Departmental requirement
Special Bulletin No. 28

ACTIVITY PERFORMED NO. 3

Interviewing Claimants.

PURPOSE

To interview claimants who call at the office for information or advice concerning their rights under the Workmen's Compensation Act.

REFERENCE

R - Departmental requirement
Special Bulletin No. 28

PERSONNEL

4 F

ACCIDENT REPORTING
CODING AND STATISTICAL
ACTIVITY PERFORMED NO. 4

Transferring Detailed Information from Accident Reports to Code Numbers, by use of the Heinrich Cause Code.

PURPOSE

To make a complete analysis of the accident reports submitted to the Bureau of Workmen's Compensation, in order to determine the agency which is the object most closely related to the injury, accident type, unsafe act, and location of injury, etc., to be used for the purpose of accident prevention.

REFERENCE

R - Departmental requirement
Special Bulletin No. 28

PERSONNEL

12 F

ACCIDENT REPORTING - OPEN FILING
ACTIVITY PERFORMED NO. 5

When agreements are approved and same made into cases, they are filed in Active File numerically until terminated by final settlement receipt, or Petition to Terminate.

PURPOSE

To maintain files for all Open or Pending Cases since the enactment of the Workmen's Compensation Law.

REFERENCE

R - Departmental requirement.

PERSONNEL

3 F

ACCIDENT REPORTING - INDEX FILING
ACTIVITY PERFORMED NO. 6

File all accident reports numerically, after they are properly coded. Stamp all compensation agreements as they are received in the Bureau, the date they are received, and work them over the Permanent Index Files and pull accident report according to case number on agreement.

PURPOSE

To maintain a file for the accident report to await the receipt of a compensation agreement for the purpose of making up folders for the agreement approval section.

REFERENCE
S - Act 336 June 1945, as enacted and amended by others.

PERSONNEL
11 F

ACCIDENT REPORTING - [illegible] FILE
ACTIVITY PERFORMED NO. 7
File all cases that have been [illegible] as [illegible] [illegible] according to [illegible], [illegible], [illegible], [illegible] and Temporary Total Disability.

PURPOSE
To maintain a [illegible] - [illegible] File for [illegible]

REFERENCE
R - Departmental requirement.

PERSONNEL
1 F

ACCIDENT REPORTING - RECEIPT
ACTIVITY PERFORMED NO. [illegible]
Maintaining [illegible] File by [illegible] number.

PURPOSE
To verify [illegible] payments are being made to claimants [illegible] funds.

REFERENCE
R - Departmental requirement
Special Bulletin No. [illegible]

PERSONNEL
6 F

ACCIDENT REPORTING - INDEX
ACTIVITY PERFORMED NO. 9
Index in duplicate according to the Bureau File number, employer, employee, date of accident, date received in Bureau, and code number of specified insurance company. This index is also cross-indexed according to the employee, date of accident, employer and Bureau file number. The duplicate index card is made for the purpose of notifying the various insurance companies of each accident of its insured that is reported to the Bureau. They are separated and mailed to the various insurance companies.

PURPOSE

To maintain a permanent industrial [illegible] for filing purposes.

REFERENCE

A - Departmental requirements
Special Bulletin No. [illegible]

PERSONNEL

9 F

APPROVAL

ACTIVITY PERFORMED NO. 10

Approving Workmen's Compensation Agreements, covering [illegible] due to Industrial Accidents, executed between [illegible] and injured employe.

PURPOSE

To check agreements against Workmen's Record of Injury to determine whether they are executed in accordance with the provisions of Article III of the Workmen's Compensation Act, No. 263.

REFERENCE

B - Article III - Act No. 263, Regular Law 1936,
as amended and revised by subsec.

PERSONNEL

7 F

PETITION DIVISION

ACTIVITY PERFORMED NO. 11

Receiving and preparing all Workmen's Compensation petitions for assignment to referees.

PURPOSE

Assisting in the administration of the provisions of the Pennsylvania Workmen's Compensation Act.

ACTIVITY PERFORMED NO. 12

Assignment of petitions.

PURPOSE

To schedule and hold hearings to determine if, and to what extent, the claims are compensable.

ACTIVITY [illegible] NO. 13
Recording and [illegible] of [illegible]

PURPOSE
To conform with provisions of the [illegible] Compensation Act.

ACTIVITY [illegible] NO. 14
General Office activities.

PURPOSE
Answering inquiries as to status of claims, [illegible] writing for completion of [illegible] to claimants, officials, etc.

REFERENCE
S - Pennsylvania Workmen's Compensation Act of 1915

PERSONNEL
8 F

ADJUSTING - HARRISBURG ADMINISTRATIVE
ACTIVITY [illegible] NO. 15
This is the personnel assigned to the public unit and in addition to the regular routine work, makes special investigations at the direction of the Workmen's Compensation Board, the Director of the Workmen's Compensation Bureau and the Director of Occupational Disease. The personnel of the division contacts the court, employer, employee, insurance carrier, widow and minor children of deceased employee, physicians, trust officers, self-insurers, child aid societies, employees, hospitals, doctors, lawyers, barbers, realtors, and such other sources where information might be of value to the Bureau or Board.

PURPOSE
To enforce the compulsory provisions of the Workmen's Compensation Act. To assist the public in filing and preparing all types of petitions for the Workmen's Compensation Board. To contact the public in all matters relating to the Workmen's Compensation Bureau. To investigate all petitions assigned by the Workmen's Compensation Board.

REFERENCE
S - Act 338 - Act of June 2, 1915 (P. L. 736), as reenacted and amended by Act of June 4, 1937 (P. L. 1552), further reenacted and amended.
S - Act 284 - Occupational Disease Act.
S - Act 177, May 13, 1915, P. L. 286 as amended.
S - Act 408, P. L. 843, as amended by Act 19, March 10, 1937, P. L. 56.

ACTIVITY PERFORMED NO. 16

[illegible]

PURPOSE

[illegible]

REFERENCE

R - Administrative policy.

PERSONNEL

10 F

ADJUSTING - PHILADELPHIA - PITTSBURGH

ACTIVITY PERFORMED NO. 17

Receive all assignments [illegible] of investigation. [illegible] Maintain and return a weekly [illegible] report. [illegible] accounts and activity reports. [illegible] the Pennsylvania [illegible] types of petitions [illegible] and [illegible] offices.

PURPOSE

The District Offices are located in the [illegible] State for the convenience of the public.

REFERENCE

R - Administrative policy.

[illegible]

Field Adjusters.

[illegible]

[illegible]

FUNCTION

[illegible] of the Adjustment [illegible] in order to perform the duties of [illegible] provide 200 persons [illegible] in [illegible].

REFERENCE

R - Administrative policy.

PERSONNEL

Philadelphia - 4 F

Harrisburg - [illegible]

INSURANCE COVERAGE

ACTIVITY [illegible]

Handling [illegible] contained in the application for exemption [illegible] the Workmen's Compensation Act and the [illegible] Act, and issuing exemption orders annually.

PURPOSE

To [illegible] for self-insurance may have sufficient [illegible] of exemption from the necessity of [illegible] Occupational Disease liability.

REFERENCES

S - Section 305 of the Workmen's Compensation Law.

PERSONNEL

3 F

OCCUPATIONAL DISEASE

ACTIVITY PERFORMED NO. 20

Payment of new compensation claims.
Payment of current compensation.

PURPOSE

Required by the Auditor General who requires this Department to produce claim, show that claim is according to law and properly authorized for payment.

REFERENCE

Appropriation Act 51EO87

ACTIVITY PERFORMED NO. 21

General Office activities.

PURPOSE

Answering inquiries as to status of claims. Requesting bills from claimants in connection with hospital, medical and funeral awards. Disseminating information to public concerning Occupational Disease Act, etc.

REFERENCE

R - Required by Department

PERSONNEL

4 F

ACTIVITY PERFORMED NO. 22

Investigation of occupational disease hazards in all industries in Pennsylvania for all Divisions of the Bureau of Inspection and all requests through the Office of the Secretary from both labor and management.

PURPOSE

To make general investigations, collect samples of hazardous materials, liquids, solids and gases, and to make analyses of same at the chemical laboratory maintained by the Division for this purpose, and to present reports of the findings and make recommendations for the correction or elimination of same.

REFERENCE

S - Act No. 284, 566 P. L. 1939

PERSONNEL

2 F

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF RESEARCH AND INFORMATION

ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Determine bureau policies and enforce departmental orders as transmitted by the Department Secretary. Coordinate work with other divisions, bureaus, boards, and State departments.

PURPOSE

To disseminate factual information on all statistical matters pertaining to labor and industry.

REFERENCE

E - Administrative Code - Article XXII

PERSONNEL

2 F

DUPLICATING

ACTIVITY PERFORMED NO. 2

Multigraphing numbers on approximately 550,000 Bedding and Upholstry stamps each month for the Division of Bedding and Upholstry, Bureau of Inspection.

Multigraph approximately 50,000 cards, letters and forms.

Mimeograph approximately 350,000 pages of reports, letters, etc.

Cut Elio stencils on specially built typewriter for use on Addressograph machine.

PURPOSE

To supply bureaus, boards, and divisions within the Department with work requisitioned in connection with their particular job.

REFERENCE

S - Paragraph c, Section 8, P. L. 249

PERSONNEL

8 FT

TABULATING

ACTIVITY PERFORMED NO. 3

Sort and tabulate statistics. Wire plugboards, prepare tabulating card forms, outline table forms, prepare and revise codes, check and proofread tabulations.

PURPOSE

To provide the various bureaus and boards within the Department with statistical data and classifications used in preparing its comprehensive periodical reports, studies, and surveys, including industrial accident data for safety and accident prevention regulations, and Workmen's Compensation Administration - Current data on surveys and research studies, and cooperate in special surveys with the National Safety Congress, U. S. Bureau of Labor Statistics and the Philadelphia Federal Reserve Bank. Make special breakdowns by request for particular data such as those occurring to eyes, or a particular part of the body.

ACTIVITY PERFORMED NO. 4

Punch and verify data transferred from original forms and documentary in code to tabulating cards by use of key punch machine and key punch verifier.

PURPOSE

To make possible the classification and analysis of original documentary information by mechanical sorting and tabulating equipment.

REFERENCE

E - Administrative Code - Article XXII, Section 2204: - "Statistics".
F - Cooperative arrangement with the U. S. Bureau of Labor Statistics, contract dated about December 1, 1937.

PERSONNEL

6 F

REPORTS

ACTIVITY PERFORMED NO. 5

Prepare monthly and annually releases on accident statistics and amounts of compensation paid, and distributed to a mailing list of approximately 500 interested persons.

PURPOSE

To promote safety in industrial plants by giving factual information on type and cause of accidents. This information is given widespread circulation to Pennsylvania manufacturers, safety directors, colleges, schools, and governmental agencies.

REFERENCE

E - Administrative Code - Article XXII, Section 2204: - "Statistics".

ACTIVITY PERFORMED NO. 6

Mail schedules to approximately 700 municipalities for data on building activities. Check reports against card file when received in Bureau. Prepare monthly and annually releases on the subject.

PURPOSE

Furnish contractors, realtors, architects and interested persons with current building information.

ACTIVITY PERFORMED NO. 7

From approximately 1800 non-manufacturing firms reporting each month to this bureau and manufacturing data received from the Philadelphia Federal Reserve Bank, indexes are calculated for each firm reporting and a monthly release prepared and distributed to a mailing list of approximately 350 interested persons.

PURPOSE

Basis for wage rate studies by labor unions, government officials, manufacturers, and Chambers of Commerce.

REFERENCE

F - Cooperative arrangement with the U. S. Bureau of Labor Statistics.

PERSONNEL

12 F

NEGRO RESEARCH AND PLANNING

ACTIVITY PERFORMED NO. 8

Gather industrial and other statistics regarding negroes.

PURPOSE

For use of all departments of the Commonwealth's government.

REFERENCE

R - Reorganization Plan January 22, 1941.

PERSONNEL

6 FT

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF REHABILITATION

ACTIVITY PERFORMED NO. 1

Direct, coordinate, and supervise the program of vocational rehabilitation through central and district offices. Give publicity to program. Establish and maintain working relations with other public and private agencies and individuals.

ACTIVITY PERFORMED NO. 2

District Offices

Provide counsel and advisement, arrange for physical restoration, vocational training, and other services needed in preparing disabled persons for employment, and to place disabled persons in employment. Give publicity to the program in their respective territories. Establish working relations with agencies and individuals for the purpose of locating disabled persons in need of rehabilitation, and to procure services needed in rehabilitating such persons.

ACTIVITY PERFORMED NO. 3

Maintain statistical records of services to disabled persons.
Maintain financial records.
Make studies and investigations.
Secretarial and clerical duties.

PURPOSE

For the purpose of vocationally rehabilitating physically handicapped citizens of the State of Pennsylvania.

REFERENCE

F - Public Law 113, Sec. 2 and 3
S - Enabling Act No. 418
S - Acceptance Act No. 4
S - Administrative Code, Sec. 1709.

PERSONNEL

Altoona	5 employes
DuBois	3 employes
Erie	2 employes
Harrisburg	4 employes
Philadelphia	9 employes
Pittsburgh	7 employes
Reading	4 employes
Wilkes-Barre	3 employes

DEPARTMENT OF LABOR AND INDUSTRY

UNEMPLOYMENT COMPENSATION BOARD OF REVIEW

ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Promulgation of Rules of Procedure and Formulation of Various Forms Required for Processing Appeals Filed with the Board of Review.

PURPOSE

Rules of Procedure promulgated by the Board set forth in general terms the interpretation of those provisions of the Law which define the duties and functions of the Board of Review and establish the appeal rights of individuals claiming compensation and of other parties who may become involved in a proceeding under the Unemployment Compensation Law. Said rules serve as a guide in taking appeals, conducting hearings, establishing evidence and, in a general way, for disposing of appeals.

REFERENCE

S - Section 202 (d) of the Unemployment Compensation Law

PERSONNEL

13 F

LEGAL

ACTIVITY PERFORMED NO. 2

Litigations before the Pennsylvania Superior Court, wherein the Board of Review is the Defendant.

PURPOSE

Under the Law any affected party may appeal from a decision of the Board of Review to the Pennsylvania Superior Court, and in every such appeal the Board of Review is the defendant. The Board's legal staff prepares the necessary records and files such records with the court. The legal staff also represents the Board before the court at the time of hearing.

REFERENCE

S - Section 510

R - Rules of Procedure No. 211

PERSONNEL

4 F

RECORDING AND ROUTING

ACTIVITY PERFORMED NO. 3

Assignment of Original Appeals to Unemployment Compensation Referees for Hearing.

PURPOSE

In order to insure a fair hearing to all parties involved in a proceeding, the Law provides for a Referee system which operates throughout the State of Pennsylvania. Affected parties are thus enabled to attend hearings at convenient locations which would otherwise be impossible because of the distance from their residence to the office of the Board of Review. Thus, a system of assignment of all appeals filed in the local employment office which are transmitted to the Board, has been devised wherety an appeal is assigned to the Referee who serves the area wherein the decision appealed from was issued, which ordinarily is near the residence of the parties involved.

REFERENCE

S - Section 502 of the Unemployment Compensation Law
R - Procedure of the Board of Review No. 103

ACTIVITY PERFORMED NO. 4

Filing, Preparation and Transmission of Further Appeals Taken from Decisions of the Referees.

PURPOSE

The Unemployment Compensation Law provides for a right of further appeal from a decision of the Referee. Such appeals may be filed in the local office or directly with the Board of Review. A further appeal received is notice from the appellant that a review of the Referee's decision is desired and it is, therefore, promptly recorded and scheduled for hearing so that same may be disposed of without delay.

REFERENCE

S - Section 502
R - Rules of Procedure No. 109

PERSONNEL

3 F

REVIEW AND APPROVAL

ACTIVITY PERFORMED NO. 5

Review of Referees' Decisions Submitted to Board of Review.

PURPOSE

Decisions rendered by Referees are submitted to the Review and Approval Unit of the Board of Review before release. They are reviewed in order to insure correctness in form, content and consistency with the Law, Rules of Procedure and precedent. Also, those cases decided by the Referees, wherein it appears that the Board may wish to review on its own motion the decision of the Referee, are drawn to the attention of the Board.

REFERENCE

S - Section 502 of the Unemployment Compensation Law

R - Rules of Procedure of the Board of Review No. 201

PERSONNEL

10 F

DIGEST AND ANNOTATION

ACTIVITY PERFORMED NO. 6

Preparation of Analysis of Cases Prior to the Date of Hearing before the Board of Review.

PURPOSE

An analysis outlines briefly each step of the case history up to and including the appeal to the Board. It points out the issues that the Board must decide and it shows all discrepancies in the existing records. The analysis is also used in checking necessary dates and detailed information which is used in drafting the decision of the Board.

REFERENCE

0

PERSONNEL

3 F

REFEREE OFFICES

ACTIVITY PERFORMED NO. 7

Scheduling Hearings by the Unemployment Compensation Referees.

Conduct of Hearings by Unemployment Compensation Referees.

Preparation of Decisions by Unemployment Compensation Referees and Submission of Decisions to the Board of Review.

PURPOSE

Referee gives advance notice of hearing in order that all parties involved may have sufficient time to prepare themselves for the proper presentation of their case.

Hearings are conducted by Referees for the purpose of obtaining the testimony from all parties involved and admitting into the record other competent evidence which may be material to the proper disposition of an appeal.

Complying with the provisions of the Law, requiring that a decision of the Bureau which was appealed, be affirmed, reversed or modified, the Referee prepares a decision and thereby passes upon the appeal filed and allows or disallows compensation. Decision is then forwarded to the Board of Review.

REFERENCE

S - Sections 203 (e) & 502
R - Rules of Procedure Nos. 105, 106 & 107

PERSONNEL

Office	Referees	Other Personnel
Pittsburgh	1	4
Pittsburgh	1	3
St. Marys	1	1
Scranton	1	2
Wilkes-Barre	1	4
Philadelphia	1	2
Philadelphia	1	2
Harrisburg	1	3
Waynesburg	1	1

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF EMPLOYMENT AND UNEMPLOYMENT COMPENSATION

EXECUTIVE DIRECTOR'S OFFICE
ACTIVITY PERFORMED NO. 1

Maintains supervision over the operating functions including the Benefit Payment Section, the Accounting Section, and the Field Accounting Service together with the following Staff functions, the officials of which report and are directly responsible to the Executive Director as follows: Fiscal Control Section, Standards, Methods and Planning Section, Research and Statistics Section, Personnel Section, Training Section, Public Information Section, Office Management Section and Legal Section, except that the Special Deputy Attorney General assigned to the Bureau by the Attorney General reports directly to the Attorney General and is responsible for all legal work performed for the administrators of the Bureau under the functional supervision of the Attorney General.

PURPOSE

To meet the requirements of the Unemployment Compensation Law of Pennsylvania, its amendments and supplements whereby there is established a system of Unemployment Compensation to be administered by the Department of Labor and Industry and its existing and newly created agencies with personnel (with certain exceptions) selected on a civil service basis; requiring employers to keep records and make reports, and certain employers to pay contributions based on payrolls to provide moneys for the payment of compensation to certain unemployed persons; providing procedure and administrative details for the determination, payment and collection of such contributions and the payment of such compensation; providing for cooperation with the Federal Government and its agencies; creating certain special funds in the custody of the State Treasurer; and prescribing penalties.

REFERENCE

Act of Assembly approved December 5, 1936 (Act No. 1) and its amendments and supplements.

The "Civil Service Act" being Act No. 286 as approved August 5, 1941, its amendments and supplements wherein by Section 3 (d) (1) "the person appointed to administer the Federal-State employment service and the unemployment compensation work of the Department of Labor and Industry" is the incumbent of a position created in the service of the Commonwealth within the "Unclassified service".

PERSONNEL

3 F

EXECUTIVE

ACTIVITY PERFORMED NO. 2

Coordinating all activities of the Bureau of Unemployment Compensation and the Board of Review at a level below the Secretary of Labor and Industry.

PURPOSE

To facilitate the administration of the Bureau of Unemployment Compensation.

REFERENCE

O

PERSONNEL

4 F

STANDARDS, METHODS AND PLANNING

ACTIVITY PERFORMED NO. 3

Analysis of Bureau operations and expectancies, forecasting of administrative problems, and coordination of planning by administrative officials.

PURPOSE

To seek a solution to all problems involved in administration, organization and management.

REFERENCE

S - Pennsylvania Unemployment Compensation Law of December 5, 1936, (1937) P. L. 2897

PERSONNEL

9 F

(This Section is understaffed, which fact necessitates the overlapping of functions and prohibits the ascertaining of the specific number of employees engaged in each function.)

RESEARCH AND STATISTICS

ACTIVITY PERFORMED NO. 4

Social Security Board Statistical Reports: Compilation, analyses and submission of statistical data required by the Social Security Board in form of periodic compilations covering agency activities.

PURPOSE

To provide basis for comparisons and summations, nation-wide, of state activity totals.

REFERENCE

F - Social Security Act, Title III Section 303 (a), par. 6; also Pennsylvania Unemployment Compensation Law, Section 207. Also Guide for State Employment Security Administration, Bureau of Employment Security of the Social Security Board.

ACTIVITY PERFORMED NO. 5

Internal Operating Statistics: Collect, compile, and summarize operating statistics (Benefit Payment Section, Accounting Section, Field Accounting Service, Experience Rating, Servicemen's Readjustment Allowances).

PURPOSE

For information and guidance of administrators and supervisors of Bureau.

REFERENCE

S - Section 201, Pennsylvania Unemployment Compensation Law.

ACTIVITY PERFORMED NO. 6

Conduct Statistical Long-Time Research Projects and prepare reports thereon, such as partial unemployment, seasonal unemployment, experience rating, and coverage analysis.

PURPOSE

To provide basis for legislative amendment to the Pennsylvania Unemployment Compensation Law.

REFERENCE

S - Sections 204, 205 (e) and 205 (f), Pennsylvania Unemployment Compensation Law.

PERSONNEL

24 F

PERSONNEL

ACTIVITY PERFORMED NO. 7

Direct the operation of the Personnel Section of the Bureau engaged in the following activities:

Appointments, promotions, demotions, reclassifications, transfers, furloughs, suspensions, separations, salary advancements, leaves of absence. Interviewing applicants for positions, maintenance of Classification and Compensation Plan, service ratings, Retirement.

PURPOSE

To carry out the provisions of Unemployment Compensation Law providing for the selection of employes, with certain exceptions, on a Civil Service basis; the Civil Service Act; Act providing for War-Duration appointments and promotions, and Retirement Act.

REFERENCE

S - Civil Service Act 286, Aug. 5, 1941
S - Unemployment Compensation Act of Dec. 5, 1936
S - War-Duration Act 363, June 4, 1943
S - Retirement Act, P. L. 858, June 27, 1923

PERSONNEL

10 F

PUBLIC INFORMATION

ACTIVITY PERFORMED NO. 8

Prepare educational material designed for specific distribution to particular segments of the public covering independent phases of Bureau activities.

PURPOSE

To meet the educational needs of the three segments of the public in direct relationship with the Bureau, namely; employers, employes, and veterans with a particular status under our law. This information, in the form of booklets, pamphlets, posters, etc., is designed to meet the specific requirements of some one of this group.

REFERENCE

Act No. 1 December 5, 1936 (1937 P. L. 2897)
Act No. 175, May 18, 1937, etc.

PERSONNEL

5 F

TRAINING

ACTIVITY PERFORMED NO. 9

Organize training programs and schedule attendance. Conduct training until supervisors and others understand the program and are able to train others down the line.

PURPOSE

It is necessary to have organized training in order to have economy of instructions and uniform understanding. Training has to be scheduled so it will be accomplished effectively without unnecessary interference with operations.

REFERENCE

Social Security Board, Bureau of Employment Security Training #6

PERSONNEL

2 F

FISCAL CONTROL - ADM. AND PAYROLL & ATTENDANCE UNIT
ACTIVITY PERFORMED NO. 10

Approve all systems of accounting as to their adequacy for the handling of funds.

Over-all supervision of audits, in accordance with both federal and state regulations, books and records in connection with the maintenance and control of the Administration Fund, the Unemployment Fund as it pertains to the contribution account, the benefit payment account, the benefit payment SRA account, and the Unemployment Compensation Trust Fund.

Prepare payroll for bureau employees and submit to State Treasury Department.

PURPOSE

To facilitate office operations.

To forward contributions to the Trust Fund as promptly as cleared in order to accumulate interest, and the requisitioning from the trust fund for the payment of benefits in such amounts and at such times as to have sufficient monies and at the same time earn the greatest interest, and to accumulate essential data for budgetary preparation and budgetary control.

Self-explanatory.

REFERENCE

F - Social Security Board
S - Administrative Code
F & S - Social Security Board
State Treasury
Budget Office
Civil Service Commission

PERSONNEL

L 12 (F)

BUDGET AND FINANCIAL REPORTS UNIT
ACTIVITY PERFORMED NO. 11

Keep all books containing fiscal transactions pertaining to the administration, employer's contributions, benefit payment, and the Unemployment Compensation Trust Fund.

PURPOSE

Furnish all fiscal information required by state and federal auditors.

REFERENCE

F - Social Security Board
S - Auditor General

PERSONNEL

6 F

TIME AND COST UNIT
ACTIVITY PERFORMED NO. 12

Receipt, examination, and control of semi-monthly time reports from all employes of the Bureau of Employment and Unemployment Compensation and from certain United States Employment Service employes performing unemployment compensation activities.

PURPOSE

To conduct a time and cost distribution study as requested by the Bureau of Employment Security of the Social Security Board.

REFERENCE

F - Social Security Board

PERSONNEL

5 F

PROPERTY INVENTORY CONTROL AND PROCUREMENT UNIT
ACTIVITY PERFORMED NO. 13

Procure, account for, and distribute bureau property.

PURPOSE

Self-explanatory.

REFERENCE

O
F - Social Security Board

PERSONNEL

5 F

OFFICE MANAGEMENT
ADMINISTRATIVE UNIT
ACTIVITY PERFORMED NO. 14

I. Administrative Activities.

(a) Overall supervision of the Office Management Section - Office Manager's Secretary.

(b) Stenographic, typing pool.

(1) General clerical duties of the Administrative Unit consists of bookkeeping, maintenance of forms manuals, bulletin and memoranda manuals, establishing for receptionists and secretaries.

(2) Receptionist services

(3) Dispensary services.

PURPOSE

It is the control center of the Office Management Section which is a service section for the Bureau. The Administrative Unit, Stenographic and Typist Pool is maintained because it is equipped to do complicated typing jobs such as reports, analyses, typing of procedures, etc., and this is made available to all section heads of the Bureau.

DUPLICATING UNIT

ACTIVITY PERFORMED NO. 15

Mimeographing, multilithing, mechanat, ozalid, punching, perforating, folding, cutting forms, bulletins, publications, manuals and other various and kindred reproductions.

PURPOSE

The purpose of the work performed by this unit is to supply 95% of the printed matter and forms used by the Bureau.

REFERENCE

0

PERSONNEL

11 F - Administrative Unit
11 F - Duplicating Unit

EMPLOYERS' ADDRESSOGRAPH UNIT

ACTIVITY PERFORMED NO. 26

Maintain addressograph plate file.
8 Authorization and Notice
Graphotype Machine Operation
Addressograph Machine Operation
Maintenance 3 x 5 card file
Correspondence and Mailing

PURPOSE

Process correspondence in reference to requests for applications and forms and the mailing thereof.

REFERENCE

0

PERSONNEL

17 F

STOREROOM

ACTIVITY PERFORMED NO. 17

I Maintenance of Stockroom
II Filling of requisitions
III Maintenance of Stock control
IV Moving of equipment
V Control of bulk storage in warehouse

PURPOSE

Keep the various units in the central offices supplied with the working utilities as well as the field offices.

REFERENCE

0

PERSONNEL

5 F

BUILDING AND MAINTENANCE UNIT
ACTIVITY PERFORMED NO. [illegible]

I. Maintenance
   (a) Construction - offices, equipment, etc.
   (b) Renovating - offices, interior of building
      (1) Painting, floor maintenance
   (c) Installation of electrical outlets
      (1) Hanging of light fixtures
      (2) Laying of electric power lines

II. Firing
   (a) Maintaining fires in four (4) buildings and have the buildings of the Bureau properly heated.

III. Custodial
   (a) Proper cleaning done by the custodian staff in order to keep the buildings in a sanitary condition.
   (b) Washing and cleaning the restrooms, maintaining the same in sanitary condition.
   (c) Keeping the drinking fountains supplied with water at all times and also in a sanitary condition.

PURPOSE

All the functions enumerated in the above activity are necessary for the efficient operation of the Bureau, and the functions performed in the maintenance group because being performed by this group has saved the Bureau and the Commonwealth thousands of dollars.

REFERENCE

0

PERSONNEL

45 F

MAIL AND MESSENGER UNIT
ACTIVITY PERFORMED NO. 1[illegible]

I. Messenger Service
   (a) Delivering and collecting of mail by inside messenger at intervals of one-half hour.
   (b) Messenger service performed by outside messengers with cars to deliver and pick up mail of the various buildings of the Bureau.

II. Mailing
   (a) The handling of all incoming mail to the Bureau and routing same to units involved.
   (b) Handling of all outgoing mail, packages, benefit checks, forms to employers, forms to field offices and any other matters pertaining to this type of work is handled by the Mailroom.

PURPOSE

[illegible]

REFERENCE

O & F

F - Pa. 13, Sec. 579

PERSONNEL

27 [illegible]

STORES INVENTORY UNIT

ACTIVITY PERFORMANCE NO. 20

[illegible] of supplies [illegible] Bureau of Employment and Unemployment Compensation [illegible] as the 51 Field Offices. In addition, [illegible] U. S. E. S. Field Offices performing the [illegible] Unemployment Compensation duties.

PURPOSE

To assure [illegible] of all stores [illegible] not required.

[illegible] of stores [illegible] a "perpetual inventory".

REFERENCE

O - [illegible]

PERSONNEL

[illegible]

LEGAL

ACTIVITY PERFORMED NO. [illegible]

Office [illegible]

PURPOSE

[illegible] in which the [illegible] in combination [illegible] Unemployment Compensation [illegible] in clarifying [illegible] affecting the policy or [illegible] of the Bureau of Employment and Unemployment Compensation.

REFERENCE

S - [illegible] Unemployment Compensation Law, approved [illegible] 1936, and its [illegible]

PERSONNEL
[illegible]

ACTIVITY [illegible]

Interpretation [illegible]

PURPOSE
Rights of the [illegible] defended in [illegible] interpretation [illegible] in the protection of the [illegible] ment Compensation Act.

REFERENCE
S - [illegible] Approved [illegible], as [illegible]

PERSONNEL
5 F

ACTIVITY PERSONNEL [illegible]

Civil Procedural Unit.

PURPOSE
Protection [illegible] Compensation and [illegible] unemployment [illegible]

REFERENCE
S - Pennsylvania Unemployment [illegible] Act, Dec. 5, 1936, and its amendments.

PERSONNEL
12 P

ACTIVITY PERSONNEL [illegible]

Penal Procedural Unit.

PURPOSE
Enforcement of the [illegible] provisions of the Pennsylvania Unemployment Compensation Law, and the collection of the Unemployment Compensation Fund.

REFERENCE
S - Pennsylvania Unemployment Compensation Law, approved Dec. 5, 1936, and its amendments.

[illegible]

[illegible]

PURPOSE

[illegible] equipment, including mail distribution and clearance, for the entire Legal Service.

REFERENCE

S - Pennsylvania Unemployment Compensation Law

LOCATION

2 F

FIELD ACCOUNTING SERVICE

ADMINISTRATIVE UNIT

ACTIVITY [illegible]

[illegible] through [illegible]

PURPOSE

[illegible] the [illegible] of [illegible] to [illegible] the [illegible]

REFERENCE

F - [illegible]

S - [illegible]

AFFECTED

[illegible]

ACTIVITY [illegible]

[illegible] Philadelphia.

[illegible] standards of [illegible]

PURPOSE

To [illegible] Pennsylvania Unemployment Compensation Law, [illegible] Unemployment Compensation Fund [illegible] in order [illegible] to be complied with [illegible]

PERSONNEL
178 F

BENEFIT PAYMENT SECTION
ADMINISTRATIVE UNIT
ACTIVITY PERFORMED NO. 28
To administer the activities of the Benefit Payment Section.

PURPOSE
To insure the prompt payment of benefits to Pennsylvania Unemployment Compensation claimants and to veterans under the Servicemen's Readjustment Allowance Act; to make necessary investigations to prevent fraudulent payments; to receive and file wage reports; to establish and maintain certain benefit records; to make adjustments of overpayments; to perform necessary related activities.

REFERENCE
Pennsylvania Unemployment Compensation Law - S
Title V, Public Law No. 346 - F
Rules and Regulations, UCAC - S
Administrative Code - E

PERSONNEL
5 F

BENEFIT LEDGER UNIT
ACTIVITY PERFORMED NO. 29
Collection, recording, and verification of information necessary in making benefit payments.

PURPOSE
The rapid and accurate processing of pay orders filed by claimants for Unemployment Compensation and Serviceman's Readjustment Allowance and the maintenance of an accounting record of payments made and current balances. The submission of data relative to payments made claimants for charges and credits to employers' accounts for Experience Rating.

REFERENCE
F - Public Law 346, Title V, Section 700
S - P. L. 658 as Amended, Section 401

PERSONNEL
36 F

ADDRESSOGRAPH UNIT
ACTIVITY PERFORMED NO. 30
Addressograph Operation.

PURPOSE
Facilitates addressing mail.

REFERENCE

O

PERSONNEL

14 F

CHECK WRITING UNIT

ACTIVITY PERFORMED NO. 31

Check Writing Machine Operation

(1) Writing Unemployment Compensation checks.
(2) Posting the necessary data to claimants' ledgers and check register sheets.
(3) Scrutinizing claims, ledger cards and checks.
(4) Reconciling machine totals with preliet totals.

PURPOSE

(1) Payment of Unemployment Compensation claims
(2) To maintain a permanent record of checks issued and amounts paid.
(3) To verify the validity of claims and amount of compensation paid.
(4) As proof of postings.

REFERENCE

Penna. Unemployment Compensation
Article IV Sect. 401-404

PERSONNEL

10 F

INTERSTATE BENEFIT UNIT

ACTIVITY PERFORMED NO. 32

Receive and Examine Interstate Benefit Claims.
Maintain a Claims File.
Validate and process payments of Interstate benefits.

PURPOSE

To serve unemployed workers whose residence has been moved to another state subsequent to his covered employment in Pennsylvania and to process claims for qualified veterans who elect to be paid by Pennsylvania after leaving the State.

REFERENCE

S - Section 407 - Pa. U. C. Law
S - Section 501 - Pa. U. C. Law
R - Various Interstate Agreements
F - Title 5 P. L. 346

PERSONNEL

10 F

REFEREES DECISIONS AND APPEALS UNIT

ACTIVITY PERFORMED NO. 32

Receiving, examining, and recording Appeals and decisions.

PURPOSE

To create basic records used by the Board and Referees in Appeal cases, and to maintain records of activities of the unit.

REFERENCE

R - Section 4 - Title 4

PERSONNEL

4 F

BENEFIT PAYMENT ADJUSTMENT UNIT

ACTIVITY PERFORMED NO. 34

Investigation - with employers by mail and through Field Accounting Service - Of claimed employment for which wage reports, are not in file.

Adjustment of checks issued in error, stale dates, initiate investigation of non-receipt, loss or destruction of U. C. checks. Redeposit with Treasury checks whose owners cannot be located, or who have died. Authorize issue of checks to heirs of deceased claimants.

PURPOSE

To determine eligibility for benefits.

To insure payment of benefits to those persons entitled to receive them.

REFERENCE

S - Pennsylvania Unemployment Compensation Law -
Approved Dec. 5, 1936, as amended.
Art. II Sec. 201 and 206
Art. V Sec. 504.

S - P. U. C. L.
Art. II Sec. 201
Art. IV sec. 403

PERSONNEL

12 F

CONTINUED CLAIM FILE UNIT

ACTIVITY PERFORMED NO. 35

Maintain file of paid Unemployment Compensation continued claims and maintain inactive file of employers' report of wages paid to employes in base years (UC-2A's).

PURPOSE

To maintain files of basic records as required by Administrative Code. To furnish information as required by Legal Section, operating units, Referees' and Board of Review. To furnish documents required as evidence in court proceedings.

REFERENCE

E - Administrative Code, Section 524
Pennsylvania Unemployment Compensation Law, Section 804 and 301

PERSONNEL
1

BASIC DATA FROM UNIT
ACTIVITY PERFORMED NO. 3
Collect [illegible] Original Subpoenas.
Filing Operation.
Informational Service.
Deed Ledger Work.

PURPOSE
To maintain a complete file of all pertinent material and records necessary to the study and for reference and information required.

REFERENCE
S - P. L. 653 as amended
Article [illegible] - [illegible] Sec. [illegible]

PERSONNEL
12 F

WAGE RECORD UNIT
ACTIVITY PERFORMED NO. 1
Receipt, verification and filing of wage information in preparation for receipt of claims for benefits.

PURPOSE
To provide wage record information for the determination of benefits.

REFERENCE
S - P. L. 845, Sec. 501
O

PERSONNEL
72 F

CLAIM INVESTIGATION UNIT
ACTIVITY PERFORMED NO. 1
Post-audit of weekly payroll ledgers. (Post-audit of all claims for unemployment compensation)
Analysis of all claims for unemployment compensation which show possible conflict.
Setting up and maintaining all record of restitution on overpayments.

PURPOSE
To determine whether any claims paid have been paid erroneously through fault or other than fault of the claimant or departmental error. When post-audit is completed on a case and it appears that there might be an overpayment a request for further information is sent to employers. When a reply is received from the employer and the employment record shows a conflict with the days for which the claimant received unemployment compensation, the case is turned over to the analysts for further investigation.

To determine whether overpayments should, either on the record and to set up the case for presentation to the Legal Section, with the recommendation of the analyst as to prosecution, compromise, or waiver.

To control all receivable agreements, signed or unsigned, on overpayments and to transmit to the Treasury Department all monies received in restitution.

REFERENCE

P.U.C.L. Sec. 805 S

PERSONNEL

20 F

ACCOUNTING

ADMINISTRATIVE UNIT

ACTIVITY PERFORMED NO. 39

General Supervision and direction clerical and stenographic personnel relative to the contribution functions, in compliance with the Pennsylvania Unemployment Compensation Law and other activities pertaining thereto.

PURPOSE

Supervise the production and the operation of the Accounting Section. To institute procedures, plan and develop new operating methods by holding regular conferences with all supervisory personnel of the various units of the Accounting Section and to deal with all personnel problems.

REFERENCE

Pennsylvania Unemployment Compensation Law.

PERSONNEL

9 F

EMPLOYERS' STATUS DETERMINATION UNIT

ACTIVITY PERFORMED NO. 40

Review and analysis of field data relating to employing entities and the circumstances under which these entities furnish employment both as to its nature and duration.

PURPOSE

To determine which employing entities are employers subject to the reporting and contributing provisions of the Pennsylvania Unemployment Compensation Law; to establish and maintain a system whereby uniform decisions may be made and to advise employers of such determinations as well as to inform other units of the agency regarding employer status problems.

REFERENCE

S - Pennsylvania Unemployment Compensation Law as approved December 5, 1936, and subsequent amendments. Articles I, III, VIII

PERSONNEL

15 F

ACTIVITY PERFORMED No. 41

Approval or rejection of all refunds or credits with respect to the question of whether or not such refund or credit is based upon an erroneous payment having been made to the Fund.

PURPOSE

To maintain uniformity in determinations with respect to the granting of refunds or credits and to insure proper compliance with the provision of the law with respect to both the granting of refunds and credits and also the reporting and contributing provisions.

REFERENCE

S - Pennsylvania Unemployment Compensation Law as approved December 5, 1936, and subsequent amendments.
Article I
Article III, Section 311

PERSONNEL

5 F

ACTIVITY PERFORMED NO. 42

Review of audits and employer reports which disclose discrepancies either in the employer's records or reports filed.

PURPOSE

Maintain and control a system whereby discrepancies and incorrect reports can be analyzed and either corrected or additional information be obtained to bring about such corrections so that all employer reports can be properly processed and so that employer accounts will reflect their true status.

REFERENCE

S - Pennsylvania Unemployment Compensation Law as approved December 5, 1936, and subsequent amendments.
Article I
Article II, Section 206
Article III

PERSONNEL

4 F

LEGISLATION UNIT

ACTIVITY PERFORMED NO. 43

Analysis of correspondence and reports received from employer and Field Accounting Service with respect to establishing new accounts, removing inactive accounts, reinstatements or address changes.

Maintenance of Code Register in numerical sequence by county for all employer accounts.

Typing, proof reading and clearance of form UC-56 "Employer's Record Change Notice".

PURPOSE

To insure that all employer accounts are maintained in accordance with their current status.

REFERENCE

S - Pennsylvania Unemployment Compensation Law.
Article I - Article III, Section 303

O

PERSONNEL

21 F

CASHIERS UNIT

ACTIVITY PERFORMED NO. 44

Opening and preliminary examining of mail containing employer's reports and remittances.

PURPOSE

Segregates ordinary reports from those requiring adjustment, expediting processing of reports and banking of remittances.

PERSONNEL

22 F

ACTIVITY PERFORMED NO. 45

Sorting, batching and final examining of employers' quarterly returns.

PURPOSE

Processed so as to be in proper order for validating, banking and posting. Recheck of forms and remittances made to pick up any errors or changes not already adjusted.

PERSONNEL

11 F

ACTIVITY PERFORMED NO. 46

Listing remittances on deposit tickets. Validation of documents and checks.

PURPOSE

Preparation of daily summary or proof to verify bank deposits with account credits. Validation verifies document credits after remittances are detached. Check validation identifies remittances with account debits after removal from documents.

PERSONNEL

7 F

ACTIVITY PERFORMED NO. 47

Examination of irregular returns received from employers and from Field Accounting Service. Correction of clerk errors. Re-routing of returns requiring processing by other units.

PURPOSE

Avoids unnecessary duplicate handling of less complicated adjustment cases by correcting and adjusting them at their point of entry into the bureau.

PERSONNEL

10 F

ACTIVITY PERFORMED NO. 48

Verification of remittances with forms and balancing of each batch. Balancing of transmittal summaries for daily deposit. Maintain records of all drafts drawn and transfer collections from Collection Account to Contribution Account

PURPOSE

To maintain employers' credits and the bureau's bank deposits in perfect balance. To control credits to employers' accounts established by bank drafts.

REFERENCE

Pennsylvania Unemployment Compensation Law, approved December 5, 1936 and its amendments.

Article III, Section 305

PERSONNEL

8 (F)

STENOGRAPHIC UNIT

ACTIVITY PERFORMED NO. 49

Take dictation and transcribe notes of letters to employers, field assignments, memos to the Legal Section, memos to various units and sections of the Bureau, from correspondents of the Status Determination Unit, the Collection Activity Unit, the Examining Unit, the Registration Unit and the Administrative Unit of the Accounting Section.

PURPOSE

To control the time of stenographers so that each unit served will receive a proportionate share of service; to allocate extra stenographic help for relief of pressure spots; to obtain uniformity of style and set-up.

PERSONNEL

9 F

ACTIVITY PERFORMED NO. 50

Type from prepared copy Proofs of Claim, form letters, forms and reports for clerks and correspondents of the various units of the Accounting Section.

PURPOSE

To control the time of typists so that each unit served will receive a proportionate share of service; to allocate extra typing service for relief of pressure spots; to obtain uniformity of style and set-up.

REFERENCE

S - Pennsylvania Unemployment Compensation Law, approved December 5, 1936, and its amendments.

PERSONNEL

6 F

COLLECTION UNIT

ACTIVITY PERFORMED NO. 51

Preparation of delinquent employer accounts for Civil and Criminal action, including assembling and analysing pertinent data obtained from employers document folder and ledger account.

PURPOSE

To furnish the Legal Section with all required information in order that proper legal processes can be instituted for collection of the delinquencies.

REFERENCE

S - Pennsylvania Unemployment Compensation Law
Sections 304 - 305 - 308 - 308.1 - 309 - 310

PERSONNEL

54 F

EXAMINING UNIT

ACTIVITY PERFORMED NO. 52

Examine employer contribution reports for completeness and consistency. Compute figures to be posted to individual employer accounts.

PURPOSE

Determine the amount of contribution due the Bureau from each employer.

REFERENCE

S - Pennsylvania Unemployment Compensation Law, approved December 5, 1936 and its amendments.
Article III, Section 301.

PERSONNEL

37 F

EMPLOYERS' LEDGER UNIT

ACTIVITY PERFORMED NO. 53

Machine post individual employer ledger cards, including preparation of Proof of Posting on Journal Proof Sheets.

PURPOSE

To record all Debit and Credit transactions, including contributions, Interest and penalties, and establish the necessary accounting controls.

ACTIVITY PERFORMED NO. 54

Look up activities in connection with individual ledger employer cards for contribution and report delinquencies and employment history.

PURPOSE

To provide service for all units of the Bureau, employers and authorized Government Agencies.

REFERENCE

S - Pennsylvania Unemployment Compensation Law,
Article III, Sections 301 - 312.

PERSONNEL

71 F

EMPLOYERS' MASTER FILE AND MAIL CONTROL UNIT

ACTIVITY PERFORMED NO. 55

Maintain an alphabetical file of approximately 170,000 employers with whom the Bureau has communicated. Within the file of each employer segregate correspondence from documents and file each type of material chronologically.

PURPOSE

To store in an orderly and safe manner, all correspondence and certain documents pertaining to employers and to arrange this material so that it is available for review and analysis.

REFERENCE

S - Pennsylvania Unemployment Compensation Law, Approved December 5, 1936 and its amendments

PERSONNEL

52 F

MACHINE TABULATION UNIT

ACTIVITY PERFORMED NO. 56

Tabulate reports for Time and Cost Unit.

PURPOSE

To provide a means of budgetary control.

To comply with Social Security Board requirements and for Pennsylvania State Administrative research.

REFERENCE

State Reports required by Departmental Policy - Fed. Reg. SS Federal Regulation pursuant to Title IX of SS Act

PERSONNEL

34 F

EXPERIENCE RATING ADJUSTMENT UNIT

ACTIVITY PERFORMED NO. 57

Review Reemployment Credit Applications.

PURPOSE

To determine what reemployment credit is properly due employers who apply for it.

REFERENCE

Pennsylvania Unemployment Compensation Law as approved 12-5-36. Article III, Section 301

PERSONNEL

12 F

DEPARTMENT OF LABOR AND INDUSTRY

STATE WORKMEN'S INSURANCE FUND

ACTIVITY PERFORMED NO. 1

General and Administrative Supervision.

PURPOSE

General administrative supervision over all the various sections of the State Fund.

PERSONNEL

1 F

ACTIVITY PERFORMED NO. 2

Secretarial work in connection with General Supervision.

PURPOSE

To properly handle for the Manager of the State Fund all duties coming under the general administrative supervision of the State Fund.

REFERENCE

Act 340, June 2, 1915, Section 26

PERSONNEL

2 F

UNDERWRITING AND FILING

ACTIVITY PERFORMED NO. 3

Underwriting of all policies issued by State Fund.

PURPOSE

Preparing underwriting procedure which embraces classifying, coding, computing the premium necessary to issue compensation policies to employers of Pennsylvania in accordance with the provisions of the Compensation Manual approved by the Pennsylvania Compensation Rating and Inspection Bureau, and the Coal Mine Rating Bureau with the approval of the State Insurance Commissioner.

ACTIVITY PERFORMED NO. 4

Handling detail of policyholders folder file.

PURPOSE

To make up records according to policy number.

REFERENCE

Act 340, June 2, 1915, Section 26

PERSONNEL

40 F

INSPECTION DIV.
COMMERCIAL & COAL SECTION
ACTIVITY PERFORMED NO. 5

Inspecting premises of Commercial and Coal Mine policyholders of State Fund, Investigating accidents and their causes.

PURPOSE

To inspect plants and coal mines and offer such recommendations necessary for the health and safety of the employes, and to see that such recommendations are carried out for the safety of the employes. To investigate accidents for the cause, and to try to prevent the reoccurrence of the same.

REFERENCE

Act 340, June 2, 1915, Section 26

PERSONNEL

21 F

LEGAL DIVISION
ACTIVITY PERFORMED NO. 6

Handling detail legal work assigned various District Offices.

PURPOSE

Act as local counsel, in their respective districts, under supervision of Home Office, on matters requiring legal opinions, carrying out appeals and representing the State Fund at compensation hearings before the Referees, as well as attend local arguments of compensation cases before the Workmen's Compensation Board. File liens in local courts where necessary to defend the State Fund in a civil action brought about by our rights of subrogation.

REFERENCE

Act #340, June 2, 1915
Section 27.

PERSONNEL

15 (F)

GENERAL MAINTENANCE DIVISION

ACTIVITY PERFORMED NO. 7

General Supervision of Janitors, Janitress, and Elevator Operators.

Operation of Elevator during working hours.

Handling of Stationery and Supplies, sealing, stamping and preparing all outgoing mail.

Night and Day Watching of State Fund property

General Janitor work.

Messenger work

Storage of Records

PURPOSE

Self-explanatory

REFERENCE

(0)

PERSONNEL

13 F

CLAIMS DIVISION

ACTIVITY PERFORMED No. 8

To receive, examine, investigate, pay and record claims against the State Workmen's Insurance Fund.

PURPOSE

To comply with State Insurance laws.

REFERENCE

Act No. 340, June 2, 1915

Section 26

PERSONNEL

40 (F)

CASHIER AND PURCHASING

ACTIVITY PERFORMED NO. 9

Maintaining General Ledger, accounting controls, accounts receivable and accounts payable controls, as well as direct charge of all receipts and disbursements of State Fund.

Maintaining Bond and Mortgage Ledgers, as well as Real Estate and Rent Ledgers. Also assisting in preparation of detail statements to be attached to Annual Statement.

Operating Synchronomic Accounting Machines

Maintaining all Personnel Records;

Prepares Purchase Orders for all office supplies for the home office, and all district offices.

PURPOSE

To properly maintain this general accounting record of the financial condition of the State Fund, as well as furnish the proper information to prepare the various detailed schedules which must be furnished as a part of the Annual Statement to the Insurance Commissioner. To supervise the daily preparation of bank deposit of all monies received by the State Fund.

REFERENCE

Act #340, June 2, 1915
Section 26

PERSONNEL

11 (F)

PREMIUM INCOME

ACTIVITY PERFORMED NO. 10

Checking and posting all monthly billings to a cardex visible accounts receivable record, as well as posting daily receipts of premiums paid on such accounts. Calculating and writing up credit adjustments, including correspondence on Commonwealth accounts.

PURPOSE

To maintain an accurate accounts receivable control on all accounts. To maintain a complete report and accurate control on all retrospective accounts.

ACTIVITY PERFORMED NO. 11

Delinquent Accounts Collections to Investigators.

PURPOSE

To maintain a control on active and cancelled delinquent accounts, together with investigation and collection of accounts.

REFERENCE

Act #340, June 2, 1915
Section 26

PERSONNEL

20 (F)

TABULATING

ACTIVITY PERFORMED NO. 12

Operating Remington Rand Electric tabulators and key punch machines.

PURPOSE

To properly post from the punched cards all entries that are posted in the accounts receivable and accounts payable ledgers, as well as the loss payment records; also to prepare the various requisitions required to cover checks issued for all claim payments; also to tabulate the various monthly reports required by the Accounting, Statistical and Claim Sections.

ACTIVITY PERFORMED NO. 13

General Filing and Checking.

PURPOSE

To maintain in proper order the permanent file of all tabulating punched cards, as well as checking all renewal and audit entries, as well as arranging the balance cards and renewal premium cards for posting.

REFERENCE

Act #340, June 2, 1915.
Section 26

PERSONNEL

16 (F)

AUDITING

ACTIVITY PERFORMED NO. 14

Examination of policyholders' payroll records.

PURPOSE

So that payroll auditors can personally examine the books of the assured for the purpose of ascertaining the exact payroll for the policy year on which to base our actual earned premium as applied against the estimated premium.

REFERENCE

Act #340, June 2, 1915
Section 26

PERSONNEL

31 (F)

STATISTICAL

ACTIVITY PERFORMED NO. 15

Preparation of Underwriting Statistics

PURPOSE

To code premium collections, cancellations and adjustments as a result of audits, dividend credits, etc. as received from Tabulating Room showing class, type of payment (annual or installment), effective date of policy, policy number, transaction code and amounts involved, after first of each month. To recapitulate these figures and enter in the Inforce Record, summarizing the premiums written each month, the record of insurance in force, the earned premium, upon which re-insurance premiums are calculated, and and annual summarization of these figures for Schedule "P" of the Annual Statement. To submit monthly and quarterly reports to the Dept. of Labor and Industry.

ACTIVITY PERFORMED NO. 16

Tabulating Loss Payments and Interest Payments.

PURPOSE

To maintain a summary of loss payments, medical and compensation, by monthly requisition, for use in compiling the Annual Statement. To maintain a monthly summary of interest payments for the same purpose, and to maintain both records for examination by the Insurance Dept.

REFERENCE

Act #340, June 2, 1915
Section 26

PERSONNEL

22 (F)

DEPARTMENT OF LABOR AND INDUSTRY
STATE WORKMEN'S INSURANCE FUND
DISTRICT OFFICES

ACTIVITY PERFORMED NO. 17

Supervision of activities of the nine district offices of the State Workmen's Insurance Fund

ACTIVITY PERFORMED NO. 18

Each office receives claims submitted by the home office, records them daily, and assigns them to an adjuster who services that particular territory. Claimant, physician and hospital are contacted. The employer is contacted to obtain payroll and other information required for preparation of compensation agreements. Claims are returned to the home office for final disposition. Lost time cases are reinvestigated and followed until claimant returns to work, and case is closed by final receipt, or by Referee, Board or Court. Compensation checks are received by district offices and mailed or delivered to claimant by adjuster.

PURPOSE

To maintain these records and service the claims from district offices thereby reducing the amount of transportation costs, and other investigation expense. To render prompt service to claimants and to the assured

REFERENCE

Act #340, June 2, 1915
Section 26

PERSONNEL

1 (F)

District	#1 - Philadelphia	- 18	(F)
"	#2 - Harrisburg	- 7	(F)
"	#3 - Pottsville	- 5	(F)
"	#4 - Sunbury	- 5	(F)
"	#5 - Pittsburgh	- 22	(F)
"	#6 - Wilkes-Barre	- 15	(F)
"	#7 - Erie	- 5	(F)
"	#8 - Greensburg	- 6	(F)
"	#9 - Johnstown	- 9	(F)

DEPARTMENT OF MILITARY AFFAIRS

EXECUTIVE

ACTIVITY PERFORMED NO. 1

Administrative

PURPOSE

Plan, formulate and make effective procedure and rules pertaining to Department. Keep records of property, finance accounts and military records of the Pennsylvania State Guard, (National Guard now in Federal Service), Civil, Spanish-American and World War I. Requisitioning of all clothing and full equipment for the Pennsylvania State Guard consisting of approximately 5,000 officers and enlisted men. Supervision of Indiantown Gap Military Reservation, which includes maintenance of State-owned equipment and houses.

Supervision of maintenance and repair of 91 State-owned and 2 rented armories.

Supervision of Soldier's & Sailor's Home at Erie providing care for indigent soldiers from Pennsylvania.

Supervise administration of food, fuel and clothing orders for needy ex-service men, and applications for compensation and hospitalization.

REFERENCE

Act of April 11, 1793
Section 207 (a) of the Administrative Code.

PERSONNEL

8 (F)

MAIL AND FILE
ACTIVITY PERFORMED NO. 2

Maintain general correspondence file and record file of officers and enlisted men of the Pennsylvania State Guard.

Maintain in stock all National Guard and War Department blank forms and publications.

Mail and messenger duties.

PURPOSE

Code and file general correspondence and furnish information from files. Military regulations require a card record file be kept for all members of the Pennsylvania State Guard and National Guard. Furnish

statements of military service.

Supply all units of the Pennsylvania State Guard with blank forms and publications.

Distribution of mail to bureaus within Department and collecting same from P.O. and Central Mailing Room.

REFERENCE

N.G.R. 1
(O)

PERSONNEL

2 (F)
1 (F)
1 (F)

PERSONNEL
ACTIVITY PERFORMED NO. 3

Maintain records of organizations and personnel of approximately 5,000 officers and enlisted men of the Pennsylvania State Guard.

Also maintain all records of former organizations and members of the Pennsylvania National Guard.

PURPOSE

Keeping record of changes and status of organizations and members of the State Guard and National Guard for military purposes.

Furnish histories of military organizations and statements of service when required.

REFERENCE

National Guard Regulations No. 1

PERSONNEL

7 (F)

ACCOUNTING
ACTIVITY PERFORMED NO.4

Maintain accounting records including expenditure and budget control, as well as revenue receipts of the Department and all of its agencies.

Maintain individual Withholding Tax record.

Prepare and approve requisitions for supplies for the Department

and all of its agencies.

Audit payment vouchers prior to submission to Auditor-General

PURPOSE

Provide an accurate record of expenditures and receipts as prescribed by the Budget Secretary for the entire Department.

REFERENCE

(O)

PERSONNEL

6 (F)

OLD RECORDS & VET. COMPENSATION
ACTIVITY PERFORMED NO. 5

Maintain enlistment records of Civil, Spanish-American, World War I soldiers, and Pennsylvania National Guard.

Maintain file of Spanish-American and World War I applications for Pennsylvania bonus.

PURPOSE

Upon request furnish information or statements of service of Civil, Spanish-American and World War I veterans, and former members of the Pennsylvania National Guard.

Payment of Pennsylvania bonus to eligible applicants of Spanish-American and World War I.

Issuance of Pennsylvania National Guard and World War I medals upon request.

REFERENCE

(O)
Act 53, approved Jan. 5, 1934
Act 28, approved Mar. 16, 1937
Act 94, approved Apr. 21, 1937

PERSONNEL

2 (F)

DEPARTMENT OF MILITARY AFFAIRS

STATE ARSENAL

ACTIVITY PERFORMED NO. 6

Administration of functions of State Arsenal

PURPOSE

Responsibility for receipt, storage and issue of military clothing, equipment and ordnance items to units of the Pennsylvania State Guard.

REFERENCE

National Guard Regulations No. 1

PERSONNEL

3 (F)

LABOR & MAINT. SECTION
ACTIVITY PERFORMED NO. 7

Labor and maintenance work

PURPOSE

Issuing, reclaiming and storing military property. Maintenance of passenger cars and trucks, as well as repairs to garage machinery, boilers, steam lines, etc. Care of grounds and buildings. Maintain a physical check of all property stored in Arsenal buildings as to location and safe-keeping.

Transportation of military clothing and equipment by truck when needed. Fire Arsenal boiler room (In summer months drive trucks, keep buildings clean, assist in repairs, painting and upkeep; also mow lawns and trim shrubbery).

Guarding Arsenal buildings. (24 hours a day)

REFERENCE

(0)

PERSONNEL

12 (F)

SHIPPING & RECEIVING UNIT
ACTIVITY PERFORMED NO. 8

Receipt and shipment of clothing and supplies to units of State Guard.

PURPOSE

Issuance of clothing and supplies to units of the State Guard.
Keep record of amounts in stock, condition, sizes, etc.
Minor repair of leather items, rifles, etc.

REFERENCE

National Guard Regulations No. 1

PERSONNEL

4 (F)

GARAGE UNIT
ACTIVITY PERFORMED NO. 9

General garage work - Chauffeur and truck driver.

PURPOSE

Servicing cars and trucks - minor repair jobs.

REFERENCE

(0)

PERSONNEL

1(F)

DEPARTMENT OF MILITARY AFFAIRS

STATE VETERANS' COMMISSION

ACTIVITY PERFORMED NO. 10

Administration of assistance to veterans and their dependable, in the way of food, fuel and clothing orders. Also educational allowance to orphans of veterans.

PURPOSE

Assist needy veterans and their dependents until such time as they obtain gainful employment or are taken up on the rolls of a relief agency.

REFERENCE

Administrative Code of April 9, 1929, P.L. 177 (Section 203)

PERSONNEL

2 (F)

INVESTIGATION UNIT
ACTIVITY PERFORMED NO. 11

Investigational work in connection with applications for assistance.

PURPOSE

Determine eligibility of applicants for assistance.

REFERENCE

Same as above

PERSONNEL

3 (F)

ACCOUNTING UNIT
ACTIVITY PERFORMED NO. 12

Preparation of quarterly and bi-annual budgets and monthly and semi-monthly reports. Prepare returned order for necessary accounting and requisitioning. Mail checks to grocers, landlords, merchants, etc.

PURPOSE

Compilation of records for accurate accounting of all expenditures.

REFERENCE

Administrative Code of April 9, 1929, P.L. 177 (Section 203)

PERSONNEL

5 (F)

MILITARY RESERVATION

ACTIVITY PERFORMED NO. 13

Maintenance and repair of all motor vehicles and machinery.

Maintenance and repair of all State-owned buildings.

PURPOSE

Self-explanatory

REFERENCE

(C)

PERSONNEL

9 (F)

STATE GUARD HEADQUARTERS

ACTIVITY PERFORMED NO. 14

Training of Pennsylvania State Guard

PURPOSE

Self-explanatory

REFERENCE

Act approved Mar. 19, 1941, P.L. 3

PERSONNEL

4 (F)

DEPARTMENT OF MILITARY AFFAIRS

STATE ARMORY BOARD

ACTIVITY PERFORMED NO. 19

Administration of policy and procedure as adopted by State Armory Board relating to operation, maintenance, repair and improvement of 91 State-owned and 2 rented armories, including personnel.

Personal inspection of all armories for purpose of determining necessity for repairs and improvements, and investigation as to proper performance of duties by armory personnel.

Supervision of administration and maintenance of armories in Philadelphia, Pittsburgh, Scranton and Wilkes-Barre.

Janitorial service in armories.

PURPOSE

Care and maintenance of State-owned armories.

REFERENCE

Sec. 1, Act of May 11, 1905, P.L. 177
(O)

PERSONNEL

96 (F)
31 (PT)

MILK CONTROL COMMISSION

ADMINISTRATIVE BUREAU

ACTIVITY PERFORMED NO. 1

Perform all duties as prescribed by the Milk Control Commission from time to time, including:

1. General supervision of the Bureau of Enforcement; Division of Research; and Bureau of Accounts.

PURPOSE

To co-ordinate and maintain the administrative activities of the Milk Control Commission for the benefit of the milk industry and the people of the Commonwealth.

REFERENCE

S - Act No. 105, P. L. 417,
of April 28, 1937, as amended.

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Take dictation, type and file correspondence; prepare stencils and master copies as required for the offices of the Secretary, the Milk Control Commission and its various bureaus; and to render such other assistance as may be necessary.

PURPOSE

To perform stenographic and clerical duties and assist the Secretary.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

All necessary work required to enforce the provisions of the Milk Control Law, including:

1. Drafting of legal papers
2. Attendance at public hearings held by the Commission
3. Preparation and conduct of hearings and trial of cases before the Commission, and the several courts of the Commonwealth, including courts not of record.
4. The furnishing of legal advice to agents and employees of the Commission as to their work and duties.
5. Attendance at hearings held by Federal agencies, both within and without the Commonwealth.

PURPOSE

The enforcement of the provisions of the Milk Control Law.

REFERENCE

S- The Milk Control Law known as Act No. 105, approved April 28, 1937, as amended by Act No. 177, approved July 24, 1941, and Act No. 368, approved June 4, 1943.

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 4

Clerical, stenographic, and secretarial work necessary for the conduct of the Legal Bureau, including:

1. Taking and transcribing testimony by the Hearing Stenographer
2. Typing of correspondence, briefs, citations, Findings of Fact and Orders of the Commission, agreements, and other documents, etc.

PURPOSE

Self-explanatory.

REFERENCE

S- The Milk Control Law as above recited.

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 5

In charge of all accounts of the Commission:

1. Audit and scrutinize all bills, invoices, and expense accounts of travelling employees, of the Commission; including the carrying on of correspondence with vendors, field employees or fiscal Departments concerning same.

PURPOSE

Maintain and supervise all accounts of the Milk Control Commission, both receipts and disbursements. Order and maintain stock of supplies and equipment.

REFERENCE

S - Act No. 105, P. L. 417,
April 28, 1937.

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 6

Receive all incoming moneys.

PURPOSE

Take care of all receipts for the various licenses, refunds, underpayments, etc.

REFERENCE

S - Act No. 105, P. L. 417,
April 28, 1937.

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 7

Operator in charge of Addressograph, Mimeograph and Standard Duplicator Machines.

PURPOSE

Operate office machines. Mailing and messenger service.

REFERENCE

S - Act No. 105, P. L.417,
April 28, 1937.

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 8

Secretary to Chairman, John M. McKee and Member, H. N. Cobb of the Milk Control Commission.

PURPOSE

Secretary to Commissioners and take care of Personnel Records.

REFERENCE

(c)

PERSONNEL

1 (F)

MILK CONTROL COMMISSION

ACCOUNTS AND STATISTICS

ACTIVITY PERFORMED NO. 1

Receipt, stamping, codifying, entering and classifying of reports as received. Auditing for completeness and mathematical correctness. Analysis of the various asset and liability items compared with previous years records particularly with the past seven year's record, to determine trends and changes in the financial condition.

PURPOSE

The detailed analysis of the Financial Statement is required to determine the propriety of all investments used and useful in the operation of the milk industry by each dealer and to determine the propriety of operating expenditures, the operating margins necessary and the amount of excessive charges, especially administrative salaries, advertising and other items.

REFERENCE

S-The "Milk Control Law" known as Act No. 105, approved April 28, 1937, as amended by Act No. 177 approved July 24, 1941 and Act No. 368 approved June 4, 1943.

F-The United States Department of Agriculture has used summaries of these Financial Statements in the administration of the Agricultural Marketing Agreement Act of 1937.

F-The Office of Price Administration in the administration of the General Price Control law.

F-The commodity credit Corporation in administration of Subsidies.

F-War Food Administration in administration of conservation orders.

PERSONNEL

3 (F)
3 (PT)

ACTIVITY PERFORMED NO. 2

Receiving, stamping entering, codifying, and classifying reports. Checking for completeness and mathematical correctness. Analysis to determine the correctness of prices paid for the various classifications as submitted by the dealers. Tabulating of the information according to the various captions indicated on the report. Comparative analysis with previous months and the same periods in previous years to determine changes in the trends of production and prices paid to producers. Checking with Financial Statement and with amount of Bond to determine adequacy of the amount of the Bond.

PURPOSE

These reports and audits by the Bureau of Enforcement determine the compliance of the milk dealer with the rules, regulations, and Official Order of the Commission.

REFERENCE

S -

F -

PERSONNEL

8 (F)

ACTIVITY PERFORMED NO. 3

In order to properly evaluate the various factors affecting the production and distribution of milk, the Commission must make certain basic studies of peculiar problems certain markets or of certain types of operations. Such studies are conducted whenever necessitated by reason of changing methods of production, transportation, or distribution.

PURPOSE

In the promulgation of official orders by the Commission for various milk marketing areas, the Commission must establish minimum in prices to be paid producers for all milk and must establish minimum resale prices for milk and cream sold at retail and wholesale, endeavoring to set prices and differentials so that all types of operators, both small and large, will have the same cost for milk f.o.b. the point of market.

REFERENCE

S -

F -

PERSONNEL

1 (F)

2 (PT)

ACTIVITY PERFORMED NO. 4

The receiving tabulating and analyzing of economic data affecting the production, transportation, processing, manufacturing, distribution, and consumption of milk and milk products. This data is obtained from several hundred different sources as periodically issued by other governmental and private agencies.

PURPOSE

To determine the relationship of the milk industry in Pennsylvania to the national scope and recognizing such factors in the promulgation of official order of the Commission.

REFERENCE

S -

F -

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 5

The assimilation and evaluation of the various factors contained in data secured and preparing such data for presentation at public hearings.

The analysis of public hearing records to set forth "Findings of Fact" in order to promulgate official general Order of the Commission.

PURPOSE

This procedure is required in order to properly control and regulate the milk industry in Pennsylvania in accordance with the "Milk Control Law."

REFERENCE

S -

F -

PERSONNEL

1 (F)

2 (PT)

MILK CONTROL COMMISSION

AUDITS AND INVESTIGATIONS

ACTIVITY PERFORMED NO. 1

Supervise and direct activities of five field offices and approximately 50 persons consisting of auditors, dairy specialists, investigators, bond clerks, stenographers and clerks. Confer with and recommend to Milk Control Commissioners action on particular problems, cases and policies. Confer with milk dealers and representatives of groups in the milk industry on problems affecting the industry. Settlement of cases involving underpayment and delinquent payment to milk producers. Pass on and make decisions in cases to be referred to the Milk Control Commission for their action. Approve issuance of licenses, type and amount of bond and coordinate the work of the Enforcement Bureau with the Legal Section and Research Bureau (Accounts and Statistics.) Generally administrate and direct activities of Bureau of Audits and Investigations.

PURPOSE

To enforce Milk Control Laws. To insure proper payment to milk producers and promote co-operative relationship between milk dealers, producers and consumers.

REFERENCE

(S) (R)
(S) Act 105 - Section 301
(R) O.G.O. R-1

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Take dictation and type letters, make reports and regulate office procedure as required for the office of the Director. Keep records of individual work reports, tabulate audit report and record individual expenses of all bureau personnel. Make report forms, and file correspondence and perform related duties as required.

PURPOSE

To perform stenographic and clerical duties and assist the Director of Bureau of Audits and Investigations.

REFERENCE

(R)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

Assist the Director of Enforcement especially in the review of examinations and audits as made by the field forces and submitted by the supervisor of the field office.

PURPOSE

To supervise details and insure proper operation of a system used in the Enforcement Bureau and assist the Director as required.

REFERENCE

(S) (R)
(S) Act 105 - Section 301
(R) O.G.O. B - 1

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 4

Take dictation and type correspondence as required by the assistant director. Maintain card files and filing of audits and examinations where no violations exist. Maintain a file with a card record showing operations of all milk dealers so that information can be secured at any time.

PURPOSE

Clerical and stenographic assistance to promote efficiency in the Harrisburg Office.

REFERENCE

(R)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 5

Maintain a complete file and system of all audits and examinations where Commission action has been taken or is in legal process, Check expense accounts. Payments by milk dealers for distribution to milk producers and serve as a direct contact between the Legal and Audits and Investigations Bureaus.

PURPOSE

Coordination of Legal and Enforcement Bureaus and assistance in the proper functioning of the Division of Audits and Investigations.

REFERENCE

(R)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 6

Check audits, supervise filing and bookkeeping. Receive payments on underpayment cases, post fines and calculate amounts due where underpayments are found.

PURPOSE

Supervise filing, checking and bookkeeping section and follow legal cases.

REFERENCE

(R)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 7

Issue Licenses to Milk Dealers.

PURPOSE

License and bond all milk dealers for the protection of both milk dealers and producers. Keep and maintain records for collection or default on bonds. Keep and maintain records for the proper and efficient enforcement of the licensing and bonding provisions of the Milk Control Law.

REFERENCE

(S) (R)
(S) Act 105 - Section 401
(R) O.G.O. B - 1

PERSONNEL

2 (F)
1 (PT)

ACTIVITY PERFORMED NO. 8

Issue Licenses and Permits to Weighers, Testers, and Samplers.

PURPOSE

License weighers, samplers and testers of milk and milk products so that producers are assured payment on accurate tests made by a competent and intelligent person so licensed. Keep and maintain records for proper and efficient enforcement of same.

REFERENCE

(S) Act 105 - Section 601
(R) O.G.O. B - 1

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 9

Filing.

PURPOSE

Maintenance of filing system entire bureau.

REFERENCE

(R)

PERSONNEL

1 PT

ACTIVITY PERFORMED NO. 10

Examination of Milk Dealers Records.

PURPOSE

To effect proper and just payment to milk producers by smaller type milk dealers and thereby insure a healthful and adequate supply of milk to consumers. For inspection by Federal Marketing Administrator in co-operation with the Milk Control Commission for payment of subsidy to milk dealers and enforcement of Federal Quota Regulations.

REFERENCE

(F) (S) (R)
(F) F.D.O. 79 and O.P.A. G-4
(S) Act 105 - Section 701
(R) R-1

PERSONNEL

10 (F)

ACTIVITY PERFORMED NO. 11

Audit of Milk.

PURPOSE

To effect proper and adequate payment to milk producers by larger type milk dealers and insure a regular, adequate and healthful supply of milk to consumers. Regulation of the milk industry in Pennsylvania to conform with laws, orders, and regulation of the Milk Control Commission. For inspection by Federal Marketing Administrator in co-operation with the Milk Control Commission for payment of subsidy to milk dealers and enforcement of the Federal Quota Regulations.

REFERENCE

(F) (S) (R)

PERSONNEL

17 (F)

ACTIVITY PERFORMED NO. 12

Physical Investigation and Test Check.

PURPOSE

Used in instances where conditions exist in milk plants where a serious doubt exists as to the proper record and operational information concerning the milk plant, or where complete records and information are not presented or available.

REFERENCE

(S) (R)

PERSONNEL

Conducted by employees from groups 10 and 11 above as assigned.

ACTIVITY PERFORMED NO. 13

Investigation of Report of Violation.

PURPOSE

To obtain compliance with Milk Control Laws, Orders and Regulations.

REFERENCE

(S) (R)
(S) Act 105 - Section 301
(R) O.G.O. B-1

PERSONNEL

4 (F)

ACTIVITY PERFORMED NO. 14

Technical Inspection of Weighing, Sampling and Testing of Milk and Milk Products.

PURPOSE

To insure payment on proper basis under laws governing payment by weight and test and that weighing, sampling and testing is done by qualified persons with proper equipment and adequate knowledge of the technical operations involved.

REFERENCE

(S) (R)
(S) Act 105 - Section 601
(R) O.G.O. B-1

PERSONNEL

6 (F)

ACTIVITY PERFORMED NO. 15

Supervision of Field Offices.

PURPOSE

Supervision of given area to obtain compliance with the laws, rules, orders and regulations of Milk Control Commission.

Assignment of duties and instructions, assembly of information and reports for use in the regulation of the milk industry. Promote and coordinate the proper relation between various phases of the milk industry in a particular area.

REFERENCE

(S) (R)
(S) Act 105 - Section 301
(R) O.G.O. B-1

PERSONNEL

5 (F)

ACTIVITY PERFORMED NO. 16

Stenographer-Clerk--Take dictation, type letters, reports and required data. Keep card records, file records and correspondence and attend to allied duties in the field office at Pittsburgh and Philadelphia.

PURPOSE

Clerical and stenographic assistance to promote efficiency of the field office.

REFERENCE

(R)

PERSONNEL

2 (F)

DEPARTMENT OF MINES

ACTIVITY PERFORMED NO. 1

The Department of Mines is engaged in the work of supervising the execution of the mining laws of the Commonwealth of Pennsylvania, the care and publication of the Annual Reports of the Inspectors connected with the Department, and other statistical reports pertaining to accidents and coal shipments. The Department is charged with the responsibility of aiding and instructing the Mine Inspectors, inspecting mines and investigating accidents. The Department of Mines shall, through its Inspectors, conduct examinations of applicants for Certificates of Mine Foremen, Assistant Mine Foremen, Fire Bosses, Miners, Mining Machine Runners, Shot-firers and Mine Electricians. The Department of Mines is charged, insofar as it is possible, with seeing that the 2,000 coal mines within the Commonwealth of Pennsylvania are operated safely.

PURPOSE

To provide for the health and safety of persons employed in and about the coal mines of Pennsylvania and for the protection and preservation of property connected therewith.

REFERENCE

(S) Act of June 2, 1891, P.L. 176
(S) Act of April 14, 1903, P.L. 180
(S) Sections 1901 and 1902, Administrative Code, approved April 9, 1929, P.L. 177.

PERSONNEL

56 (F)

ACTIVITY PERFORMED NO. 2

General Statistical and other necessary work performed -- Compile and publish Annual Reports pertaining to production, days worked, employes, accidents, etc., covering the Anthracite and Bituminous Regions of Pennsylvania. Compile report of Anthracite Monthly Shipments. Issue a safety bulletin monthly covering each Region, Anthracite and Bituminous. These bulletins contain a description of each fatal accident with a suggested remedy for the prevention of a similar accident in the future. Keep a record of all fatal and non-fatal accidents occurring in and around the

mines. Issue certificates to applicants who have successfully passed the different examinations required by law. Secretarial and editing work. Filing and mailing. Compiling and typing of numerous statistical forms requested by the public and the general accounting of moneys received and expended by the Department.

PURPOSE

To preserve for public use records which cannot be obtained elsewhere and to compile statistics which are highly essential in determining the cause of accidents and in formulating rules for the prevention of accidents of a similar nature in the future. To supply the public demand for current information pertaining to mining.

REFERENCE

(S) Act of June 2, 1891, P. L. 176
(S) Act of April 14, 1903, P. L. 180
(S) Sections 1961 and 1962, Administrative Code, approved April 9, 1929, P. L. 177.

PERSONNEL

(12) F.

PENNSYLVANIA BOARD OF PAROLE

EXECUTIVE

ACTIVITY PERFORMED NO. 1

Supervise the personnel of the Board and guide the administrative function for efficient operation.

ACTIVITY PERFORMED NO. 2

(a) Attend meetings called by the Chairman

(b) Personal interview of all persons eligible for parole by Board Members at institutions before final action.

(c) Analyze all available testimony on each case presented for consideration before final action.

(d) Approve or disapprove all cases presented at Board meetings.

(e) Approve or disapprove policies affecting administrative matters, parole activities and personnel problems.

(f) Analyze the present Parole Act and consider and recommend such changes as are necessary for improvement, for legislative action.

PURPOSE

Administer the parole laws of the Commonwealth of Pennsylvania.

REFERENCE

S Act 324 - Sections 1, 3, and 17

PERSONNEL

4 (F)

ACTIVITY PERFORMED NO. 3

(a) Present parole applications, reports and documents to the Board for official action. Record decisions of the Board.

(b) Supervise the employes necessary to carry out the duties of pre-parole activities.

(c) Fulfill preliminary requirements by preparing and obtaining case records, reports of investigations, sending notices of meetings, scheduling interviews for Board members with applicants, etc.

d. Correspond with inmates, relatives, prospective employers, employers, attorneys, judges, district attorneys, etc., giving information, requesting reports, explaining policies and procedures, etc.

PURPOSE

Maintain records of Board activities and proper administration of the business of the Board.

REFERENCE

S Act 323
Sections 11, 18, and 24

PERSONNEL

7 (F)

ACTIVITY PERFORMED NO. 4

(a) Microfilming parole records related to parolees discharged from supervision 5 years or more ago.
(b) View processed films and index same.
(c) Analyze case folders to be filmed and eliminate duplicate copies of records.

PURPOSE

Reduce the cost of maintaining files and eliminate the duplication and congestion of files.

REFERENCE

(C)

PERSONNEL

1 (F)

NOTE: The monthly average preparole case load handled by the Board is as follows:

Parole	333
Reparole	44
Recommit	31
Total	408

PENNSYLVANIA BOARD OF PAROLE

PAROLE SUPERVISION

ACTIVITY PERFORMED NO. 1

(a) Administer and direct the operation of the district offices. (At present there are eight district offices).

(b) Formulate and prepare procedures for the operation and proper conduct of Parole activities.

PURPOSE

Properly administer the parole laws of Pennsylvania

See that policies and directives formulated by the Board Members as to parole duties are performed by the employes.

REFERENCE

S Act 323 - 324
(6)

PERSONNEL

5 (F)
1 (PT)

NOTE: There are approximately 8,000 parole cases in Pennsylvania at present.

ACTIVITY PERFORMED NO. 2

(a) Supervise and direct the activities of all parolees of other states who now reside in Pennsylvania

(b) Conduct preparole investigations of sending and receiving states.

PURPOSE

To comply with the Federal Interstate Compact Laws, whereby authority is granted to supervise persons paroled by other states and now residing in Pennsylvania, where such states agree to perform similar services for the Commonwealth of Pennsylvania.

REFERENCE

F Federal Interstate Compact Laws

REFERENCE (Cont.)

S Act 323

Section 33

PERSONNEL

5 (F)

NOTE: Approximately 1,000 Interstate Compact cases are being handled at present in Pennsylvania.

ACTIVITY PERFORMED NO. 3

Statistics

(a) Prepare and control statistical data effecting the operation of the Board of Parole.

(b)

PURPOSE

Enables the Board to have an intelligent picture of the movement of parole populations.

REFERENCE

(0)

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 4

Records

Maintain files of case histories, etc. of all criminals and parolees under the jurisdiction of the Board of Parole.

PURPOSE

Eliminates confusion and loss of case histories.

REFERENCE

(0)

PERSONNEL

5 (F)

ACTIVITY PERFORMED NO. 5

Supervision

Supervise and administer the rules and regulations prescribed for the efficient operation of a District office.

ACTIVITY PERFORMED NO. 6

Parole Agents

(a) Interview personally and periodically each parolee assigned for supervision.

(b) Perform investigations of parolees when necessary.

(c) Perform special investigations when requested by superiors.

ACTIVITY PERFORMED NO. 7

Clerical Employes

(a) Dictation and typing of correspondence, reports and administrative matters.

(b) Keeping statistical reports and records.

(c) Filing case histories, reports, forms and correspondence

(d) Perform general clerical work.

PURPOSE

Manage, control and direct the employes assigned to a given district office.

REFERENCE

S Act 324
Section 11

PERSONNEL

MEN'S DIVISIONS

41 (F) - D.O. No.1 - 1321 Arch Street, Philadelphia
24 (F) - " 2 - 1107 Law and Finance Bldg., Pittsburgh
8 (F) - " 3 - 307 Ebner Building, Harrisburg
8 (F) - " 4 - 1417 Deposit and Savings Bank Bldg., Wilkes-Barre
5 (F) - " 5 - 29 West High Street, Bellefonte
4 (F) - " 6 - 1315 Erie Trust Bldg., Erie
8 (F) - " 7 - 532 Hamilton Street, Allentown
5 (F) - " 8 - Butler Savings and Trust Bldg. Butler

WOMEN'S DIVISIONS

5 (F) - D. O. No.1 - 1414 South Penn Square, Philadelphia
3 (F) - " 2 - 1408 Law and Finance Bldg., Pittsburgh
2 (F) - " 5 - State Industrial Home for Women, Muncy

PENNSYLVANIA BOARD OF PAROLE

ACCOUNTING

ACTIVITY PERFORMED NO. 1

Maintain and control all appropriations and expenditures.

PURPOSE

To intelligently account for all expenditures of appropriations to the Board Members, Budget Secretary and the fiscal offices of the Commonwealth of Pennsylvania.

REFERENCE

S Act 323
S Act 177 (Administrative Code)

PERSONNEL

2 (F)
1 (PT)

ACTIVITY PERFORMED NO. 2

Personnel
Maintain personnel records of each employe.

PURPOSE

Maintain control of employes for the Board, Budget Office and Governor's Office.

REFERENCE

S Act 177 (Administrative Code)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

Purchases

(a) Prepare purchase requests for office equipment, machinery, materials, supplies, stationery, printing and binding, automotive supplies, and forward to the Department of Property and Supplies.

(b) Prepare agreements for the rental of such office equipment as is required.

PURPOSE

Assure an adequate amount of equipment, material and supplies for the proper operation of the Board of Parole.

REFERENCE

S Act 323
Section 10

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 4

Mimeograph Service

PURPOSE

Reduce the cost of printing where practical, and meet emergency problems which arise.

REFERENCE

(0)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 5

Janitorial Service

Keep headquarters offices clean and orderly

PURPOSE

Self-explanatory

REFERENCE

(0)

PERSONNEL

1 (F)

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

ARCHIVES AND MUSEUM

ACTIVITY PERFORMED NO. 1

Museum Division

Acquire, preserve and display permanent exhibits illustrating the natural history, the arts, the history and education of Pennsylvania, including the planning and building of environmental and historical groups and rooms.

Plan and arrange special exhibits to supplement the permanent ones, especially along the line of fine arts, applied science, and arts and crafts.

Accession and catalog all artifacts, relics, and illustrative objects that are received by the Museum.

Handle large numbers of individual visitors. Provide guides and lecturers for school pupils and other visiting groups.

Assist public asking for data on museum material or identification of objects brought to the Museum. Perform requested museum research.

Photograph Museum exhibits.

Select, catalog, file, pack, ship and repair lantern slides for educational use by schools, churches, clubs, and individuals. Make new slides. Prepare printed classed lists of slides. Operate projection machines when officially required.

PURPOSE

To memorialize and make a record of Pennsylvania, past and present.

Interpretation of Museum service.

Maintenance of a lantern slide collection as a specific aid to visual education.

REFERENCE

S Administrative Code, Section 1305, Sub-section (j).

PERSONNEL

(F) 7

ACTIVITY PERFORMED NO. 1

Archives Division

Collect, classify, index, repair, preserve and make available for public reference such public records of the Commonwealth of Pennsylvania, of its political subdivisions, and such other archival manuscripts that come into the possession of the State Library.

Furnish certificates relating to the public records, military and civil, as are in its possession.

Edit and publish further series of the PENNSYLVANIA ARCHIVES.

PURPOSE

The centralization of public records of historical value for reference by state officials, scholars and other citizens.

The printed record of Pennsylvania archives.

REFERENCE

S Administrative Code, Section 1305, Sub-sections (b), (d), (e), (f), and (g).

PERSONNEL

(F) 7

ACTIVITY PERFORMED NO. 1

Administrative Management - executing programs authorized and directed by Historical Commission, supervising employees, preparing reports and plans for Commission consideration, preparing Commission reports to Department of Public Instruction, inspecting and supervising maintenance and restoration work on the historic properties.

PURPOSE

This is essential for the success of the other activities carried on by the Commission. The resolutions of the Commission in regard to specific assignments of historical or archaeological work, or in regard to maintenance, restoration, protection and visitation of the properties are carried into effect, and the results reported for further consideration.

REFERENCE

S Administrative Code, Sections 503, 504, 506, 1309; Act of July 25, 1913, P. L. 1265, and amending Act of June 22, 1917, P. L. 624.

R Numerous specific Commission resolutions directing that certain work be done.

PERSONNEL

8 (PT)

ACTIVITY PERFORMED NO. 2

Financial Management - preparing general Commission and special property budgets and financial statements, maintaining detailed functional budget control, preparing requisition requests for supplies, equipment, etc., expediting and forwarding supplies for the historic properties and the Harrisburg office.

PURPOSE

The budgets and financial statements provide a convenient means of meeting the periodical requests of the Superintendent of Public Instruction for information for budget requests and statements of estimated expenditures; they also keep the Commission informed regarding expenditures. The functional budget control makes it possible to keep each type of activity within its budgetary allotment. Information regarding supplies, equipment, etc., needed for the office and the properties, is readily available in the Commission office; therefore, requisition requests are prepared there, and transmitted to the Department of Public Instruction for actual requisitioning.

REFERENCE

S - Administrative Code, Sections 212, 709b, 601, 606.

PERSONNEL

2 (FT)
1 (PT)

ACTIVITY PERFORMED NO. 3

Historical Research and Writing - gathering information by microfilm copying, notetaking, typewritten copies, cooperative arrangements with other agencies, clipping newspapers; arranging, organizing and filing the materials thus gathered; and compiling reports in the form of bulletins, folders and articles.

PURPOSE

Awareness of the facts of the great past and present of Pennsylvania will do much to encourage sound patriotism and good citizenship. Accordingly, the Historical Commission has instituted various research programs to increase this knowledge, and to make more information available. The War History Program, currently in progress following a request of the State Council of Defense on January 21, 1942, is collecting, preserving and compiling source material essential to a full historical record of Pennsylvania in World War II. Similar research assignments, on a smaller scale, have included outlines of Pennsylvania history, government, resources and biography; a study of the historical background of the Indiantown Gap region; the collection and arrangement of sources relating to the French and Indian War in Pennsylvania; and various other special topics of Pennsylvania history.

REFERENCE

S Act of July 25, 1913, P. L. 1265, Section 4, as amended June 23, 1917, P. L. 624, Section 1.
Administrative Code, Section 1309, a, e, k.

PERSONNEL

3 (FT)
9 (PT)

ACTIVITY PERFORMED NO. 4

Archaeological research and writing - gathering information by field surveys and excavations of Indian sites, making scientific analyses of data gathered, and compiling reports. (Note: This activity is virtually dormant in wartime for lack of specialized labor, but it is normally a major activity, employing from five to ten men during Spring, Summer and Fall of each year.

PURPOSE

The romantic appeal of the story of Pennsylvania's aboriginal inhabitants makes it an excellent approach by which to arouse interest in Pennsylvania history. By its very nature, the scientific anthropological study of the Pennsylvania Indians must be a public responsibility, if it is to be carried out at all.

REFERENCE

S Act of July 25, 1913, P. L. 1265, Section 4, as amended June 22, 1917, PL 624, Section 1.
Administrative Code, Section 1309, a, e, 1.

PERSONNEL

3 (FT)
2 (PT)

ACTIVITY PERFORMED NO. 5

Edit reports and other historical and archaeological manuscripts for publication - preparing manuscripts for the printer, marking, titling, reading proof, and indexing.

PURPOSE

The publication of the results of historical and archaeological research is necessary to make this information available to the public, as a means of promoting interest in Pennsylvania history. Furthermore, the Commission encourages such research by other agencies or individuals by arranging for the publication of source collections and other aids to research, and by cooperating in the publication or republication of important historical or archaeological studies which could not otherwise be made available. The Commission publications include folders describing and explaining the significance of the historic properties, popularly written pamphlets on various phases of Pennsylvania history, source books and research aids, and scholarly contributions to Pennsylvania history and anthropology.

REFERENCE

S Act of July 25, 1913, P. L. 1265, Section 4, as amended June 22, 1917, P. L. 624, Section 1.
Administrative Code, Section 1309, a, d, e, 1.

PERSONNEL

5 (PT)

ACTIVITY PERFORMED NO. 6

Distribute bulletins for public information through, or by arrangement with the Division of Documents - preparing mailing lists on the basis of individual requests from historical societies, schools, public libraries, institutions of learning, and individuals interested in Pennsylvania history; and typing mailing labels.

PURPOSE

Carefully planned distribution is necessary to make intelligent use of the material produced by the activities outlined above.

REFERENCE

S Act of July 25, 1913, P. L. 1265, Section 4, as amended June 22, 1917, P. L. 624, Section 1.
Administrative Code, Sections 13094, 521, 2406e.

PERSONNEL

4 (PT)

ACTIVITY PERFORMED NO. 7

Answer inquiries relative to historical and archaeological matters, and especially in regard to verification of inscriptions for historical markers to be erected by other agencies.

PURPOSE

Many inquiries regarding various topics of Pennsylvania history and archaeology are received either by the Commission directly, or are referred to it by other State agencies. Some require considerable research to assure an adequate and accurate reply. Furthermore, all historical markers erected within the Commonwealth must be approved by the Historical Commission.

REFERENCE

S (for marker inscriptions), Administrative Code, Section 13091; Act of April 24, 1929, P. L. 650.
O (for ordinary inquiries)

PERSONNEL

10 (PT)

ACTIVITY PERFORMED NO. 8

Promote interest in State and local history in the schools by organizing junior historical societies, by cooperating in their activities, and by publishing a special bulletin to maintain their interest.

PURPOSE

The objective of creating an active interest in State and local history among the school children of Pennsylvania is being carried out by the organization of Junior Historian clubs in the various high schools of the State. The Historical Commission cooperated in their regional conferences held at Erie, Harrisburg, Philadelphia, Pittsburgh, and East Stroudsburg in 1944, and supplied material and suggestions for programs and activities. "The Junior Historian," their quarterly bulletin, publishes articles prepared by student members, thus recognizing their work, and stimulating increased interest.

REFERENCE

R Historical Commission Resolutions, Numbers 99, 108, 132, 136, 142, 180, 244.

PERSONNEL

1 (FT)
4 (PT)

ACTIVITY PERFORMED NO. 9

Cooperate with historical and archaeological societies, stimulating their interest, coordinating their activities, and giving advice and assistance in their programs.

PURPOSE

This activity provides an economical means of increasing production of historical and archaeological publications and research. It prevents overlapping and duplication of effort by local and private agencies and the State government, through mutual knowledge of what each is doing, and is best equipped to do.

REFERENCE

S Act of July 25, 1913, P. L. 1265, Section 4, as amended June 22, 1917, P. L. 624, Section 1.
Administrative Code, Section 1309e.

R Historical Commission Resolution (unnumbered) adopted February [illegible], 1940, renewing earlier resolutions.

PERSONNEL

4 (PT)

ACTIVITY PERFORMED NO. 10

Inspect and maintain historic markers, erecting new markers as authorized by Commission.

PURPOSE

Historical markers serve as reminders which fix historical facts definitely in terms of place, in the minds of those who see them. They give substance to history. The Commission, on its own initiative, or in cooperation with other organizations, has erected about 135 markers, and is now responsible for maintenance and preservation.

REFERENCE

S Act of July 25, 1913, P. L. 1265, Sections 1, 4; Administrative Code Section 1309, a, b, j.

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 11

Maintain buildings, collections, furnishings, equipment and grounds of historic properties with advice of advisory boards where existent.

(a) Old Economy, Ambridge
(b) Pennsbury Memorial, Bucks County
(c) Fort Augusta, Sunbury
(d) Cornwall Furnace, Cornwall
(e) Governor Printz Park, Delaware County

(f) John Morton Homestead, Delaware County
(g) Daniel Boone Homestead, Berks County
(h) Flagship Niagara, Erie
(i) Ephrata Cloister, Ephrata
(j) Pottsgrove Mansion, Pottstown
(k) Drake Well Park, Titusville

Note: The acquisition of two additional properties has been authorized:

(l) Robert Fulton Homestead, Lancaster County
(m) Site of Fort LaBoeuf, Waterford

PURPOSE

The Historical Commission is responsible for maintaining eleven historic properties, and will become responsible for two more when purchase has been completed by the Department of Property and Supplies. They require continuous care and attention to keep them in condition befitting the historic shrines of a great Commonwealth. Even the most modern building needs continual petty repairs, as do these historic buildings and relics, with the added requirement that historical values must be considered. Housekeeping tasks, dusting, cleaning, lawn mowing, gardening, painting, and the like, require staffs of caretakers. The properties have educational and recreational value to the citizens of the Commonwealth, and an economic value through attracting tourists from other States.

Old Economy consists of the principal buildings of the old Harmony Society, an interesting experiment in communal living and industry. Pennsbury Manor recreates the country home of William Penn, the founder of Pennsylvania. Fort Augusta was a significant frontier outpost in the French and Indian War, and the American Revolution. Cornwall Furnace is one of the oldest ironworks in Pennsylvania. Governor Priatz Park is the site of the first white settlement and government within the State. John Morton Homestead is the birthplace of a signer of the Declaration of Independence. Daniel Boone Homestead commemorates the birth of America's most noted pioneer. The Flagship Niagara is a restoration of the ship in which Perry won the Battle of Erie. Ephrata Cloister includes the remaining buildings of an unusual religious community. Pottsgrove Mansion is an outstanding example of colonial architecture. Drake Well Park commemorates the world's first successful oil well. Robert Fulton Homestead is the birthplace of the famous engineer and inventor. Fort LeBoeuf, site of French, British, and American posts, was the scene of George Washington's first action in public life.

REFERENCE

S Administrative Code, Section 1309, f, g. Act of July 25, 1913, P. L. 1265, Section 4, as amended June 22, 1917, P. L. 624, Section 1.

(a) Act of July 21, 1919, P. L. 1086; Act of May 26, 1943, P. L. 608.
(b) Act of April 26, 1929, P. L. 781.
(c) Act of June 26, 1931, P. L. 1387.
(d) Act of May 21, 1931, P. L. 185.
(e) Act of May 28, 1937, P. L. 1000.

(f) Act of June 26, 1939, P. L. 1088.
(g) Act of June 2, 1937, P. L. 1179.
(h) Act of June 26, 1939, P. L. 1108.
(i) Act of June 27, 1939, P. L. 1117.
(j) Act of August 5, 1941, P. L. 830.
(k) Act of June 1, 1943, P. L. 805.
(l) Act of August 6, 1941, P. L. 849.
(m) Act of June 4, 1943, P. L. 873.

PERSONNEL
10 (FT)
25 (PT)

ACTIVITY PERFORMED NO. 12

Develop and restore historic properties (listed under 11) with advice of advisory boards where existent.

PURPOSE

Before the meaning and significance of the historic properties can be fully demonstrated to the public, careful and accurate restoration of their original appearance, surroundings, equipment and furnishings must be made. Furthermore, the properties should be developed with a view to facilities for the convenience, comfort and recreation of visitors. These are long-range undertakings, of course, to be carried out as funds permit.

REFERENCE

S Administrative Code, Section 1309, a, c, f, l; Act of July 25, 1913, P. L. 1265, Section 1, Section 4, as amended June 22, 1917, P. L. 624, Section 1; other Acts listed under 11.

PERSONNEL
12 (FT)
8 (PT)

ACTIVITY PERFORMED NO. 13

Guard and protect historic properties (listed under 11).

PURPOSE

It is necessary to have guards or watchmen stationed on the properties twenty-four hours a day to protect them from such hazards as fire and theft.

REFERENCE

S Administrative Code, Section 1309, f; Act of July 25, 1913, P. L. 1265, Section 4 as amended June 22, 1917, PL 624, Section 1; other acts listed under 11.

PERSONNEL
3 (FT)
19 (PT)

ACTIVITY PERFORMED NO. 14

Guide and inform visitors to historic properties (listed under 11).

PURPOSE

Visitors are guided and directed to the various objects of interest on the properties, and informed as to their significance. This is really incidental to the guarding of the property, but serves a useful purpose, for many features of the properties are meaningless to the average visitor, unless named and explained.

REFERENCE

S Administrative Code, Section 1309, f; Act of July 25, 1913, P. L. 1265, Section 4 as amended June 22, 1917, P. L. 634, Section 1; other acts listed under 11.

PERSONNEL

3 (FT)
12 (PT)

ACTIVITY PERFORMED NO. 15

Collect and transmit Ephrata Cloister admission fees to " Ephrata Cloister Fund " of the State Treasury.

PURPOSE

Ephrata Cloister is a partially self-sustaining historic property, as the fund formed by the collection of admission fees is used for restoration and maintenance.

REFERENCE

S Act of June 27, 1939, P. L. 1117, Section 6.

PERSONNEL

2 (PT)

F979
pt.6

FUNCTIONAL DESCRIPTION OF ACTIVITIES

OF THE

PENNSYLVANIA LIQUOR CONTROL BOARD

COMPILED FOR THE

REORGANIZATION AND CLASSIFICATION COMMITTEE

PENNSYLVANIA ECONOMY LEAGUE, INC.
HARRISBURG, PA.
Library

HARRISBURG
PENNSYLVANIA

NOVEMBER
1944

As a basis for studying in detail the functions of state government, the Reorganization and Classification Committee directed each department, board, or commission a complete factual statement of:

(a) Each specific job or activity performed by the agency

(b) The purpose served by each job or activity

(c) The federal or state law, agency regulation, executive order or policy requiring the performance of the job or activity, which are abbreviated as follows:

"F"-Required by federal statutes or regulations (Show statute, article, section, etc.)

"R"-Required by department, board or commission regulation (Show regulation number or date)

"O"-Not required by any of the foregoing but carried on as a matter of policy or practice

"S"-Required by state law (Show pamphlet law number with articles, section, etc.)

"E"-Required by Executive Board or Governor's Office (Show date of order)

(d) The number of persons required on a full or part time basis to perform each job or activity

Since this was the first inventory of its kind in the history of the state government, the Committee has compiled the information for its reference and use into the following sections:

Section I	Governor's Office Department of Agriculture Department of Banking
Section II	Civil Service Commission Department of Commerce Pennsylvania Post War Planning Commission Board of Fish Commissioners Department of Forest and Waters
Section III	Pennsylvania Game Commission Department of Health
Section IV	Department of Highways
Section V	Insurance Department Department of Justice Department of Labor and Industry Department of Military Affairs Milk Control Commission Department of Mines Pennsylvania Board of Parole Pennsylvania Historical and Museum Commission
Section VI	Pennsylvania Liquor Control Board
Section VII	Pennsylvania Public Utility Commission Pennsylvania State Police Department of Property and Supplies Department of Public Instruction
Section VIII	Department of Public Assistance
Section IX	Department of Revenue Department of State
Section X	Department of Welfare

PENNSYLVANIA LIQUOR CONTROL BOARD

EXECUTIVE BUREAU

ACTIVITY PERFORMED NO. 1

Formulate policies and perform all acts deemed necessary and advisable to effectively operate the Pennsylvania Monopoly Liquor Store System.

PURPOSE

To administer principally Act No. 1762, as amended.

REFERENCE

S - Acts 13 and 1762, as reenacted and amended.

PERSONNEL

3 (PT)

ACTIVITY PERFORMED NO. 2

Formulate policies and perform all acts deemed necessary and advisable to grant, issue, suspend, and revoke all licenses and permits issued under the liquor laws.

PURPOSE

To administer principally Acts Nos. 306, 307, 1661, 764, 1762, 1811, 1827, as reenacted and amended.

REFERENCE

S - Acts 13 and 1762, as reenacted and amended.

PERSONNEL

3 (PT)

ACTIVITY PERFORMED NO. 3

Formulate policies and perform all acts deemed necessary and advisable to appoint, fix the compensation, and define the powers and duties of all employees of the Board, subject to the provisions of the Administrative Code.

PURPOSE

To properly staff the Board to carry on its activities.

REFERENCE

S- Acts 1762, 1198, and Administrative Code, as reenacted and amended.

PERSONNEL

3 (PT)

ACTIVITY PERFORMED NO. 4

Report periodically the results of the operations of the Board.

PURPOSE

To impart information of the results of the Board's operations, financially and otherwise.

REFERENCE

Administrative Code, as amended.

PERSONNEL

3 (PT)

ACTIVITY PERFORMED NO. 5

Hold hearings on applications for licenses and on citations for revocation of licenses.

PURPOSE

To administer the law.

REFERENCE

S - Act 1762, Section 409.

PERSONNEL

7 (PT)

ACTIVITY PERFORMED NO. 6

Coordinate all activities of the Board.

PURPOSE

To assist effective administration of the Board's business.

REFERENCE

(O)

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 7

Keep minute record of Board meetings.

PURPOSE

Record actions of the Board.

REFERENCE

Act 13.

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 8

Prepare special reports and surveys.

PURPOSE

To impart informative data and to study Board's operations with a view to improvement.

REFERENCE

(O)

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 9

Secretarial and Stenographic.

REFERENCE

(O)

PERSONNEL

4 (F)

ACTIVITY PERFORMED NO. 10

Receptionist.

REFERENCE

(O)

PERSONNEL

1 (F)

SECRETARY

ACTIVITY PERFORMED NO. 1

Prepare minutes of the Board.

PURPOSE

Record actions of the Board.

REFERENCE

S Act #13.

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 2

Prepare special reports and surveys for the Board and other agencies.

PURPOSE

To study the Board's operations with a view to improvements and impart informative data.

REFERENCE

O and E.

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 3

Secretarial and Stenographic work.

PURPOSE

Maintain permanent files of minutes and reports and general assistance.

REFERENCE

(a)

PERSONNEL

1 (F)

EXAMINERS

ACTIVITY PERFORMED NO. 1

Hold hearings on applications for licenses and renewals thereof.

PURPOSE

To carry out provisions of liquor laws.

REFERENCE

S - Act 1762, Sec. 409.

PERSONNEL

7 (PT)

ACTIVITY PERFORMED NO. 2

Hold hearings on citations for revocation of licenses and permits.

PURPOSE

To carry out provisions of liquor laws.

REFERENCE

S - Act 1762, Sec. 409.

PERSONNEL

7 (PT)

ACTIVITY PERFORMED NO. 1

Report recommendations to the Board in each case.

PURPOSE

To carry out provisions of liquor laws.

REFERENCE

S - Act 1762, Sec. 409.

PERSONNEL

7 (PT)

James B. Corie, Esq.
Ambridge

Jesse Hyman, Esq.
Wilkes-Barre

James H. McHale, Esq.
Philadelphia

John J. Owens, Esq.
Scranton

Sidney Schwartz, Esq.
Philadelphia

Lloyd W. Woodward, Esq.
Charleroi

Michael J. McEnery, Esq.
Philadelphia

ACTIVITY PERFORMED NO. 1

Bureau Supervision.

PURPOSE

To coordinate the functional activities of the Bureau and to control such functions in accordance with the responsibilities of a Comptroller.

REFERENCE

S - P.L. 39, 1939, Section 3
S - P.L. 173, 1941
S - P.L. 177, 1929, Section 216
S - P.L. 177, 1929, Section 507 (a)

PERSONNEL

1 (F)
1 (PT)

ACTIVITY PERFORMED NO. 2

Consult with the Board on matters pertaining to accounts, budgets, finances and the various service functions and attend Board meetings.

PURPOSE

The purpose of this is to inform the Board, when and as required, as to accounts, finances, and to secure Board opinions with reference to these and related matters. To discuss with other staff members at meetings of the Board, matters of general policy, and to secure Board approval of matters requiring same.

REFERENCE

S - P.L. 177, 1929, Section 507 (c)
S - P.L. 177, 1929, Section 601
S - P.L. 177, 1929, Section 2404 (a)
S - P.L. 177, 1929, Section 2407
S - P.L. 370, 1937, Section 201 (a)
S - P.L. 370, 1937, Section 201 (b)

PERSONNEL

1 (FT)

ACTIVITY PERFORMED NO. 3

Preparation of Contracts.

PURPOSE
(O)

REFERENCE
S - P.L. 370, 1937, Section 201 (e)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 4
Procedure Division.

PURPOSE
To provide uniform instructions and functional control.

REFERENCE
S - P.L. 370, 1937, Section 203 (f)
S - P.L. 370, 1937, Section 205

PERSONNEL
4 (F)

ACTIVITY PERFORMED NO. 5
Central Office Accounting:
Machine accounting (tabulating)) Stores
Receipts and Sales audit) System
Merchandise inventories and) Records
related accounting functions) Division

General Ledger (General Ledger Division)

PURPOSE
To maintain financial control and to provide reports, statements, etc., for the guidance of management. To provide a tool to control operations.

REFERENCE
S - P.L. 370, 1937, Section 407 (c)
S - P.L. 370, 1937, Section 701
S - P.L. 370, 1937, Section 702
S - P.L. 370, 1937, Section 704
S - P.L. 405, 1937, Section 5
S - P.L. 412½, 1935, Section 1
S - P.L. 412½, 1935, Section 1 (d)
S - P.L. 412½, 1935, Section 1 (j)

PERSONNEL
112 (F)
16 (F)

ACTIVITY PERFORMED NO. 6

Field Accounting and Investigations.

PURPOSE

To check and supervise the accounting functions which are carried on in stores for purposes of control and detection of errors both omission and commission, and to protect against misappropriation of funds and merchandise.

REFERENCE

S - P.L. 412½, 1935, Section 3
R-39-09C
R-36-11
R-44-30B
R-38-31
R-38-32
R-38-41

PERSONNEL

98 (F)

ACTIVITY PERFORMED NO. 7

Disbursements Division.

PURPOSE

To audit purchase invoices covering the purchase of liquor supplies and services. Prepare requisitions in payment of such invoices and to account for same.

REFERENCE

Budget Circular No. 4
Fiscal Code - Section 1501

PERSONNEL

74 (F)

ACTIVITY PERFORMED NO. 8

Budgets and Forecasts (Budgetary Control Division)

PURPOSE

To provide the machinery for the control of expenses by setting up pre-determined and estimated revenue budgets and forecasts and certain comparative statements to secure the such expenditures are within budget estimates. To provide machinery for controlling those expenditures which may be controlled in this way at the source.

REFERENCE

Fiscal Code - Article XV, Section 1501.

PERSONNEL

7 (F)

ACTIVITY PERFORMED NO. 9
Statistics Division.

PURPOSE
To provide operating statistics for use of the staff responsible for the various phases of operations. To provide the Board with statistics for the control and the establishment of policies. To provide statistical services covering sales of various codes for use of vendors and the members of the staff and Board. These statistics prepared for vendors are sold on a subscription basis at a fixed subscription price.

PERSONNEL
22 (F)

ACTIVITY PERFORMED NO. 10
Supplies Division.

PURPOSE
The Division responsible for supplies is known as the Supplies Division. This Division is charged with the procurement and storage of supplies and equipment, and the delivery of these supplies and equipment when and as they are required, to the various Bureaus, Divisions, and Sections. The Division retains such records as are necessary to enable them to properly perform these functions.

PERSONNEL
24 (F)

ACTIVITY PERFORMED NO. 11
Duplicating Division.

PURPOSE
The duplicating of the Board is carried on by the Duplicating Division, which Division is charged with the responsibility for the duplicating and printing of all forms, reports, and duplicated and printed matter which cannot be produced by outside printers in an economical or expeditious manner. The Division also prepared such photostats as are required. The procurement of outside printing is technically supervised by this function.

PERSONNEL
22 (F)

ACTIVITY PERFORMED NO. 12
Communications Division.

PURPOSE

To provide for the collecting and distribution of outgoing and incoming mail. To provide messenger service and to provide teletype service for Board members and the staff of the Board.

PERSONNEL

14 (F)

ACTIVITY PERFORMED NO. 13

Central Filing Division.

PURPOSE

This function is carried on by the Central Filing Division. The purpose of this Division is to house and file reports, forms, correspondence, etc., in a manner which permits easy reference, and to supervise periodic destruction of this material as provided by procedure and when proper authorization is obtained from the Executive Board and the Department of Public Instruction.

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 14

Bureau Secretarial.

PURPOSE

To provide the functions which are ordinarily carried on by secretaries. Taking dictation of Comptroller and Assistant Comptroller, making appointments, gathering information, and to carry on generally the office functions of the Comptroller's Office.

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 15

Bureau Receptionist.

PURPOSE

To provide for the direction of visitors calling on various Division heads of the Bureau. A great number of these visitors are salesmen calling on the Chief of the Supplies Division in connection with the procurement of supplies. The Receptionist of this Bureau is charged with the maintenance of attendance records and assists in the general distribution of mail.

PERSONNEL

1 (F)

PENNSYLVANIA [illegible]

ACCOUNTING AND SERVICE

PROCEDURE

ACTIVITY PERFORMED NO. 1

Supervision of the Division.

PURPOSE

To ensure the efficient performance of the activities for which the Division is responsible.

ACTIVITY PERFORMED NO. 2

Secretarial, stenographic and typing.

PURPOSE

Handle correspondence of the Division (with or without dictation to take and transcribe dictation in connection with procedure writing; prepare exact copy for use in duplicating; type stencils of Current Matter Instructions for use in duplicating.

ACTIVITY PERFORMED NO. 3

Issuance and maintenance of the "Manual of Instructions" and "Current Matter Instructions":

a) Write original procedures
B) Rewrite procedures as necessitated by changing conditions.
c) Review procedures with view to revising for improvement and economy of methods.

PURPOSE

To provide for systemization, uniformity, and propriety of accounting procedure throughout the State Stores, various field offices, and Central Office.

ACTIVITY PERFORMED NO. 4

Review of Job Analyses.

Prepare Efficiency Ratings for employees of the Bureau of accounting and service.

PURPOSE

To provide and maintain up-to-date Job Analyses for each position in the Bureau of Accounting and Service. To evaluate the training, experience and supervisors' efficiency ratings of employees for use as a guide in selecting best fitted employees for promotion, transfers, etc.

ACTIVITY PERFORMED NO. 5

Maintenance of Files:

a) Manual of Instructions
Compilation; Monthly; Current Letter Instructions
b) Forms "History" file
c) Organization Charts
d) Duplicating records
e) General Letters, Notices, etc.
f) Efficiency Ratings
g) Personnel Change Requests
h) Projects; Standards Planning

PURPOSE

Reference file for all Bureaus.

REFERENCE

(C)

PERSONNEL

4 (F)

STANDARDS AND PLANNING

ACTIVITY PERFORMED NO. 6

Assist with preparation and maintenance of Manual of Instructions.

Assist with system installation and designing necessary forms.

Assist with Forms Control.

Rate employees of the Bureau of Accounting and Service.

PURPOSE

To provide for systemization, uniformity and propriety of accounting procedure throughout the State Stores, various field offices and Central Office.

Assist with installation of procedures to ensure smooth functioning of the installation and prompt elimination of faults, to correlate the installation with existing related procedures.

To exercise control of duplicating with view to economy of production, adherence to Board standards, paper conservation, furnishing copy for necessary revisions.

To evaluate the training, experience and supervisors' efficiency ratings of employees - for use as a guide in selecting best fitted employees for promotion, transfer, etc.

REFERENCE

(O)

PERSONNEL

1 (F*)

* Temporarily vacant pending procurement of an employee fitted for the position.

ACTIVITY PERFORMED NO. 7

Typing, stenographic and transcribing.
Maintain files.
Assemble and distribute Manual of Instructions Procedures and Current Matter Instructions.

PURPOSE

To provide assistance to Secretary Stenographer.

REFERENCE

(O)

PERSONNEL

1 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND SERVICE

STORES SYSTEM RECORDS

ACTIVITY PERFORMED NO. 1

Direct all activities of Stores System Records Division.

PURPOSE

Maintain schedules of operation in conformity to established procedures.

REFERENCE

(O)

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 2

Secretarial and typing.

PURPOSE

Enables Division Chief to perform his duties.

REFERENCE

(O)

PERSONNEL

1 (F)

1 (PT)

ACTIVITY PERFORMED NO. 3

Messenger.

PURPOSE

Expedite business of Division by sorting and delivering mail, reports, tabulating cards, etc.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 4
Receipts Records.

PURPOSE
Verify all sales and account for and transmit all monies received.

REFERENCE
S - P.L. 370, 1937, Section 702.

PERSONNEL
29 (F)

ACTIVITY PERFORMED NO. 5
Warehouse Records.

PURPOSE
Maintain control account of Warehouse Inventories.

REFERENCE
(O)

PERSONNEL
17 (F)

ACTIVITY PERFORMED NO. 6
Control Section.

PURPOSE
Maintain constant check of all activities effecting inventory in State Stores.

REFERENCE
(O)

PERSONNEL
16 (F)

ACTIVITY PERFORMED NO. 7
Tabulating Section.

PURPOSE
Provide tabulated reports of all activities of the Board.

REFERENCE
(O)

PERSONNEL
45 (F)

WAREHOUSE RECORDS

ACTIVITY PERFORMED NO. 1
Supervision.

PURPOSE
Maintain accuracy and schedule of operations.

REFERENCE
(O)

PERSONNEL
1 (F)
1 (PT)

ACTIVITY PERFORMED NO. 2
Secretarial.

PURPOSE
Assist in orderly procedure of work of the Section.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 3
Extract and maintain reservoir file of warehouse accounting cards.

PURPOSE
Provide medium for crediting warehouses and charges to stores for all merchandise shipped to stores from warehouses.

REFERENCE
(O)

PERSONNEL
12 (F)

ACTIVITY PERFORMED NO. 4

Record receipts of all merchandise in warehouses and provide reconciliation of inventory balances.

PURPOSE

Account for all merchandise received and certification of receipts, shipments and inventories of all warehouses.

REFERENCE

(0)

PERSONNEL

3 (F)

RECEIPTS - SECTION

ACTIVITY PERFORMED NO. 1
Supervise activities of Receipts Section.

PURPOSE
Insure accuracy and maintain schedule of operations.

REFERENCE
(O)

PERSONNEL
1 (F)

ACTIVITY PERFORMED NO. 2
Investigate all differences and make all necessary adjustments.

PURPOSE
Insure accuracy of all reports.

REFERENCE
(O)

PERSONNEL
1 (F)

ACTIVITY PERFORMED NO. 3
Secretarial.

PURPOSE
Maintain orderly procedure of work in the Section.

REFERENCE
(O)

PERSONNEL
1 (F)

ACTIVITY PERFORMED NO. 4

Receive and transmit all monies of the Licensing and Enforcement Fund.

PURPOSE

Transmit funds to Department of Revenue.

REFERENCE

S - P.L. 370, 1937, Section 701.

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 5

Collection of Group Hospitalization Funds.

PURPOSE

Accomodation of employes.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 6

Receive and transmit all monies belonging to State Stores Fund.

PURPOSE

Transmittal of funds to Department of Revenue.

REFERENCE

S - P.L. 370, 1937, Section 702.

PERSONNEL

5 (F)

ACTIVITY PERFORMED NO. 7

Extract, restore and maintain reservoir file of tabulating cards.

PURPOSE

Provide a medium of recording sales by machine accounting.

REFERENCE

(O)

PERSONNEL

16 (F)

ACTIVITY PERFORMED NO. 6

Audit daily sales reports and prepare them for keypunching; also final audit of all subsidiaries monies transmitted

PURPOSE

Provide audited figures of sales and account for all monies received.

REFERENCE

S - P.L. 370, 1937, Section 702.

PERSONNEL

4 (F)

CONTROL--SECTION

ACTIVITY PERFORMED NO. 1
Supervision.

PURPOSE
Insure maintenance of published schedules of operations.

REFERENCE
(O)

PERSONNEL
2 (PT)

ACTIVITY PERFORMED NO. 2
Reconcile Warehouse Company Records.

PURPOSE
Maintain agreement of Central Office and Warehouse Company records.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 3
Secretarial

PURPOSE
Assist in orderly procedure of work of the Section.

REFERENCE
(O)

PERSONNEL
1 (F)

ACTIVITY PERFORMED NO. 4

Filing.

PURPOSE

Maintain files for Store Records Records and correspondence.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 5

Account for all merchandise shipped to State Stores.

PURPOSE

Insure accurate Inventory Records in each store and provide proper charges and credits to the account in Central Office of each store.

REFERENCE

(O)

PERSONNEL

6 (F)

ACTIVITY PERFORMED NO. 6

Audit by reconciliation.

PURPOSE

Insure accuracy of Central Office entries to the records of the stores and a medium of checking book entries by Store Managers.

REFERENCE

(O)

PERSONNEL

7 (F)

TABULATING - SECTION

ACTIVITY PERFORMED NO. 1
Supervision.

PURPOSE
Insure preparation of all tabulated reports.

REFERENCE
(O)

PERSONNEL
1 (F)
1 (PT)

ACTIVITY PERFORMED NO. 2
Maintain controls and verify tabulated reports.

PURPOSE
To see that all reports are in agreement with controls.

REFERENCE
(O)

PERSONNEL
2 (PT)

ACTIVITY PERFORMED NO. 3
Secretarial.

PURPOSE
Expedite work of Tabulating Section.

REFERENCE
(O)

PERSONNEL
1 (F)

ACTIVITY PERFORMED NO. 4

Messenger.

PURPOSE

Deliver tabulated reports and keep machines busy by keeping them supplied with cards and supplies.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 5

Audit by reconciliation.

PURPOSE

Insure correctness of cost of sales.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 6

Maintain Plant Ledger.

PURPOSE

Provide medium of maintaining perpetual inventory of all equipment and depreciation.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 7

Tabulation Clerk

PURPOSE

Adjust, wire, and operate tabulating equipment.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 8

Keypunching.

PURPOSE

Provide medium for processing tabulated reports.

REFERENCE

(O)

PERSONNEL

13 (F)

ACTIVITY PERFORMED NO. 9

Card Sorting.

PURPOSE

Put tabulating cards in order for running reports.

REFERENCE

(O)

PERSONNEL

6 (F)

ACTIVITY PERFORMED NO. 10

Tabulation.

PURPOSE

Prepare tabulated reports of all activities of the Board.

REFERENCE

(O)

PERSONNEL

19 (F)

PENNSYLVANIA LABOR, [illegible]

[illegible]

[illegible]

ACTIVITY PERFORMED NO. 1

Direct the activities of [illegible] Labor Division.

PURPOSE

Supervision.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

General Ledger Section - Maintenance of the General Ledger and preparation of Monthly Financial Statements.

PURPOSE

Maintained for the purpose of General Financial control.

REFERENCE

(O)

PERSONNEL

1 (PT)
3 (F)

ACTIVITY PERFORMED NO. 3

Internal Audit Section - Audit of Sales, Miscellaneous Receipts, and License Fees and Maintain Seal Record.

PURPOSE

To afford checks where system does not provide automatic Internal Checks.

REFERENCE

R - 44 - 30B)
S - P.L. 370, 1937 Sections 305) Seals

PERSONNEL

5 (F)

ACTIVITY [illegible]

[illegible] Coupon Issue Control Record.

Maintain Issue and Control [illegible] Coupons Issued Redemption

PURPOSE

To provide records to show [illegible] issues of overlays codes and to serve as basis for checking prices.

To provide a basis for controlling customer [illegible] both as to quantity and monetary requirement.

REFERENCE

(O)

PERSONNEL

2 (F)

ACTIVITY [illegible]

General Cost Section - Maintain Control of Printing and Other Costs.

PURPOSE

To enable the determination and control of Printing Costs and Costs of such other phases of our Operation as are required from time to time.

REFERENCE

(O)

PERSONNEL

2 (F)

1 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND SERVICE

FIELD ACCOUNTING

ACTIVITY PERFORMED NO. 1

Division Supervision.
Division Secretarial.

PURPOSE

Accounting for and safeguarding of the affairs and assets of the Pennsylvania Liquor Control Board and the protecting of potential discounts in the amount of approximately $6,000,000 per annum through our wholesale and licensee method of checking. Stores, Sub-Warehouses, Warehouses, and Reclaim are audited periodically to insure that the Board will incur no merchandise and asset losses.

REFERENCE

(O)

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 2

Store examinations and operation of District Offices:

a) Philadelphia
b) Wilkes-Barre
c) Pittsburgh

PURPOSE

Accounting for and safeguarding of the affairs and assets of the Pennsylvania Liquor Control Board and the protecting of potential discounts in the amount of approximately $6,000,000 per annum through our wholesale and licensee method of checking. Stores, Sub-Warehouses, Warehouses, and Reclaim are audited periodically to insure that the Board will incur no merchandise and asset losses.

REFERENCE

(O)

PERSONNEL

31 (F)
16 (F)
33 (F)
12 (F)

CENTRAL OFFICE

ACTIVITY PERFORMED NO. 1

Supervision of Store Responsibility Claims.

PURPOSE

To collect store shortages as assessed against Liquor Store Personnel.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 2

Stenographic and clerical.

PURPOSE

Correspondence necessary in conducting examinations of the financial affairs of State Liquor Stores. Maintenance of up-to-date Store Personnel records for proper allocation of store shortages. Examination and equipment files maintained for a perpetual inventory of accounting machinery, cash safes and sales equipment (cash registers). Internal postage audit of stamps used by stores.

REFERENCE

(O)

PERSONNEL

3 (F)
2 (PT)

ACTIVITY PERFORMED NO. 3

Verification of examinations and apportioning of Store Responsibility Claims.

PURPOSE

Verification of all examinations is necessary to assure the Comptroller that store figures are in agreement with Central Office records and to determine that excess store shortages are charged to the store personnel and that the Board stands no loss. Claims must be posted on Bookkeeping Machine to the proper store and individual ledgers to facilitate the billing and collection of same.

REFERENCE

(O)

PERSONNEL

7 (F)
2 (PT)

ACCOUNTING AND AUDIT

FIELD ACCOUNTING

DISTRICT NO. 1 - PHILADELPHIA

ACTIVITY PERFORMED NO. 1

Supervise all examinations made by Field Accounting Division in the District.

PURPOSE

Periodical and special examinations of Warehouses, Sub-Warehouses, Reclaim and State Liquor Stores in the District and directing the activities of State Liquor Managers in conducting same. To account for and to protect the Liquor Inventories and assets of the Pennsylvania Liquor Control Board.

REFERENCE

(O)

PERSONNEL

23 (PT)

ACTIVITY PERFORMED NO. 2

Supervision of accounting of State Stores in the District.

PURPOSE

Installation of new accounting forms and procedure; advice to Store Personnel on and assistance with accounting matters. Issue instructions for inventories taken by Store personnel and recommend changes in store accounting procedure, to facilitate and expedite the proper method recording and accounting for sales and the producing of Revenue from Liquor Sales for the Commonwealth.

REFERENCE

(O)

PERSONNEL

23 (PT)

ACTIVITY PERFORMED NO. 3

Stenographic and clerical.

PURPOSE

Correspondence, refiling of workpapers, typing of examination reports, preparation of monthly progress and daily issues of examination files and Store Shortage Listing to correspondence with examinations of State Liquor Stores to account for the Inventories, Sales and Revenue of the Board.

REFERENCE

(O)

PERSONNEL

4 (F)
1 (PT)

ACTIVITY PERFORMED NO. 4

Perpetual audit of Federal Tax and Licensee Discounts on Wholesale Sales Slips, Form 105.

PURPOSE

Verify the recording by stores of the proper Federal Tax collected and to insure that excessive discounts are not reported by the Store Manager as having been granted to Permit Licensees; and that retail sales are reported as such.

REFERENCE

(O)

PERSONNEL

4 (F)
1 (PT)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND AUDITING

FIELD ACCOUNTING

DISTRICT NO. 2 - WILKES-BARRE

ACTIVITY PERFORMED NO. 1

Supervise all examinations made by Field Accounting Division in the District.

PURPOSE

Periodical and special examinations of Warehouses, Sub-Warehouses, Reclaim and State Liquor Stores in the District and directing the activities of State Liquor Examiners in conducting same. To account for and to protect the Liquor Inventories and assets of the Pennsylvania Liquor Control Board.

REFERENCE

(O)

PERSONNEL

13 (PT)

ACTIVITY PERFORMED NO. 2

Supervision of accounting of State Stores in the District.

PURPOSE

Installation of new accounting forms and procedures; advice to Store personnel on and assistance with accounting matters. Issue instructions for Inventories taken by Store Personnel and recommend changes in Store accounting procedure, to facilitate and expedite the proper method recording and accounting for sales and the producing of Revenue from Liquor sales for the Commonwealth.

REFERENCE

(O)

PERSONNEL

13 (PT)

ACTIVITY PERFORMED NO. 3

Stenographic and clerical.

PURPOSE

Correspondence, reviewing of work papers, typing of examination reports,

[illegible] Fiscal Year Statistics [illegible] 14th anniversary of State Liquor Stores is [illegible] the Distributing [illegible] Division of the Board.

REFERENCE
(E)

PERSONNEL
2 (F)

ACTIVITY PERFORMED NO. 4
Periodical audit of Federal Gas and Liquor Discounts on Wholesale Sales, Slips, Form 105.

PURPOSE
Verify the recording by clerks of the proper Federal Tax collected and to insure that excessive discounts are not reported by the Store Managers as having been granted to Retail Dispensers; and that retail sales are reported as such.

REFERENCE
(O)

PERSONNEL
1 (F)

[illegible]

[illegible]

[illegible]

DISTRICT NO. 4 - PITTSBURGH

ACTIVITY PERFORMED NO. 1

Supervise all accounting work by Field Accounting Division in the District.

PURPOSE

Periodical and [illegible] examination of warehouses, Sub-Warehouses, Reclaim and Store Liquor Stores in the District and directing the activities of State Liquor Inspectors in conducting same. To account for and protect the Liquor Inventories and assets of the Pennsylvania Liquor Control Board.

REFERENCE

(O)

PERSONNEL

22 (PT)

ACTIVITY PERFORMED NO. 2

Supervision of accounting of State Stores in the District.

PURPOSE

Installation of new accounting forms and procedure; advice to Store personnel on and assistance with accounting matters. Issue instructions for inventories taken by Store personnel and recommend changes in Store accounting procedure, to facilitate and expedite the proper method recording and accounting for sales and the production of revenue from Liquor sales for the Commonwealth.

REFERENCE

(O)

PERSONNEL

22 PT

ACTIVITY PERFORMED NO. 3

Stenographic and clerical.

PURPOSE

Correspondence, [illegible] rehabilitation [illegible], preparation of [illegible] [illegible] Shortage History [illegible] accounts for the [illegible] Board.

REFERENCE

(0)

PERSONNEL

4 (F)
1 (PT)

ACTIVITY PERFORMED NO. 4

Perpetual audit of Retail Tax and Licenses Discounts on Wholesale Sales Slips, Form 10[illegible].

PURPOSE

Verify the recording by stores of the proper Federal Tax collected and to insure that excessive discounts are not received by the Store Manager as having been granted to Credit Licensees and that retail sales are reported as such.

REFERENCE

(0)

PERSONNEL

3 (F)
1 (PT)

[illegible]

[illegible]

INVESTIGATIONS

ACTIVITY PERFORMED NO. 1

Make audits of accounting records in any administrative Division or Bureau. Also make surveys including Accounts, Assets or Costs as required upon Special Assignment by the Controller, and preparation of reports covering same.

PURPOSE

Verifying that all income and receipts are properly recorded.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 2

Conduct Investigations of unusual shortages and irregularities in Stores, Warehouses and of the employees therein. Conduct regular examinations of Stores, Warehouses, Sub-Warehouses and Sealain when and as required by the Controller.

PURPOSE

Determine cause of the shortages, preserve the assets of the Board and report to the Field Accounting Division the names of the personnel against whom responsibility claims are to be established.

REFERENCE

(O)

PERSONNEL

2 (F)
1 (PT)

ACTIVITY PERFORMED NO. 3

Provide any type of accounting service required as assistance to other Divisions or Bureaus during peak periods and emergencies.

PURPOSE

To insure proper and efficient operation of the Board's affairs.

REFERENCE

(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 4

Stenographic and clerical; taking dictation from Investigators and Staff Accountant, transcribing letters and affidavits and typing of official Board reports for Comptroller's signature. Typing Expense Accounts, time reports, and maintaining correspondence and special report files.

PURPOSE

To conduct the necessary office affairs of the Investigations Division and to report to the Board the mal-practices uncovered and the names of the Personnel responsible, so that disciplinary action can be administered.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 5

Act as Secretary to the Chief of Field Accounting Division; the Assistant Comptroller and the Comptroller's offices, in the absence of their Secretaries. Take dictation from Chief of Field Accounting Division of Special Board Reports relative to the Special Investigations by that Division.

PURPOSE

Assisting in the smooth functioning of these offices due to absences of Secretaries on sick leave, vacations, etc.

REFERENCE
(O)

PERSONNEL
1 (PT)

[illegible]

ACCOUNTING AND AUDIT

DISBURSEMENTS

ACTIVITY PERFORMED NO. 1
Supervision.

PURPOSE
To see that all work is carried out according to procedure, that someone is familiar with all phases of the work performed, to see that work is finished on time. To coordinate work of all units in the Division, to maintain discipline.

REFERENCE
(O)

PERSONNEL
2 (F)

ACTIVITY PERFORMED NO. 2
Secretarial.

PURPOSE
To take dictation and transcribe notes covering correspondence with vendors, and other Divisions and Bureaus of the Liquor Control Board. Miscellaneous work required.

REFERENCE
(O)

PERSONNEL
1 (F)
1 (PT)

ACTIVITY PERFORMED NO. 3
Filing.

PURPOSE
To maintain file of transmittals covering each payment made.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. [illegible]
[illegible]

PURPOSE
To type requisitions covering payment of stock liquor invoices, typing miscellaneous reports required.

REFERENCE
S - Fiscal Code - Section 1501.

PERSONNEL
1 (F)
1 (PT)

ACTIVITY PERFORMED NO. 5
Invoice and Requisition Section.

PURPOSE
To audit and approve for payment invoices covering purchases of stock liquor and cashier fees. To requisition miscellaneous invoices for payment, to record all requisitions. To record all claims and payment of claims. To audit requisitions.

REFERENCE
S - P.L. 412½, 1935, Section 1.

PERSONNEL
31 (F)

ACTIVITY PERFORMED NO. 6
Supply and Expense Accounting Section.

PURPOSE
To audit and record rent invoices, heat, light and power invoices, miscellaneous supply invoices, bond and insurance invoices, emergency purchase invoices, traveling expense invoices, hotel invoices, witness fees, and other miscellaneous invoices. The release merchandise from "bond". To requisition for payment rent invoices, heat, light and power invoices.

REFERENCE
S - P.L. 412½, 1935, Section 1.

PERSONNEL
27 (F)

ACTIVITY PERFORMED NO. 7
Special Liquor Section.

PURPOSE
To audit and requisition invoices for payment (special liquor).

To maintain records covering purchase and sale of special liquor.

REFERENCE

S - Fiscal Code - Section 1501.
S - P.L. 370, 1937, Section 305.

PERSONNEL

10 (F)

INVOICE AND REQUISITION

ACTIVITY PERFORMED NO. 1
Supervision.

PURPOSE
To see that all work is carried out according to procedure, that someone is familiar with all phases of the work performed, to see that work is finished on time. To coordinate work of all Units.

REFERENCE
(C)

PERSONNEL
1 (F)

ACTIVITY PERFORMED NO. 2
Claims Unit.

PURPOSE
To record and account for all claims issued by the Board, and all claims collected by the Board.

REFERENCE
(C)

PERSONNEL
4 (F)

ACTIVITY PERFORMED NO. 3
Audit Unit.

PURPOSE
To audit stock liquor and other miscellaneous bills to make sure that invoices are in accordance with purchase orders or contracts.

REFERENCE
S - P.L. 412½, 1935 Section 1 (d).

PERSONNEL
11 (F)
1 (PT)

ACTIVITY PERFORMED NO. 4
Accounts payable Unit.

PURPOSE
To record stock liquor invoices and payment of them.

REFERENCE
S - P.L. 412½, 1935 Section 1 (d).

PERSONNEL
4 (F)

ACTIVITY PERFORMED NO. 5
Receipts register Unit.

PURPOSE
To be sure that all stock liquor invoices are correct as to receipt of merchandise, and price.

REFERENCE
(O)

PERSONNEL
3 (F)

ACTIVITY PERFORMED NO. 6
Requisition Records Unit.

PURPOSE
To record all requisitions drawn on the State Treasurer.

REFERENCE
S - Fiscal Code Section 1501.

PERSONNEL
5 (F)
1 (PT)

ACTIVITY PERFORMED NO. 7
Customs and Excise Unit.

PURPOSE
To secure imported merchandise purchased by the Board.

REFERENCE
S - P.L. 370, 1937, Section 201 (a).

PERSONNEL
2 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND SERVICE

DISBURSEMENTS

SUPPLY AND EXPENSE ACCOUNTING

ACTIVITY PERFORMED NO. 1

Supervision.

PURPOSE

To see that all work is carried out according to procedure, that someone is familiar with all phases of the work performed so as to instruct new employees, to see that work is finished on time, to maintain discipline.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Stenographic.

PURPOSE

To answer telephone, to take and transcribe dictation for Supply and Expense Accounting Supervisor.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

Supply and Equipment Ledger Unit.

PURPOSE

To maintain records of miscellaneous supplies, to control the inventory of such items, to secure figures for the General Ledger Division.

REFERENCE

(O)

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 4

Personnel Expense Unit.

PURPOSE

To audit, code, and approve for payment, in accordance with Board regulations, hotel bills, transportation bills, traveling expense vouchers, witness fee invoices, and claims for refund.

REFERENCE

S-P.L. 177, 1929, Sec. 216.

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 5

Agency Purchase Unit.

PURPOSE

To audit and approve for payment in accordance with procedure, contracts and purchase orders, invoices covering payment of supplies, maintenance services, and fixed assets. To maintain records covering such items.

REFERENCE

S - P.L. 177, 1929, Sec. 507A

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 6

Bonds and Insurance Control Unit.

PURPOSE

To approve Bond and Insurance invoices for payment and to maintain records of such invoices. To secure figures for General Ledger Division.

REFERENCE

S-P.L. 405, 1937, Sec. 5.

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 7

Utilities and Rents Unit.

PURPOSE

To audit and approve for payment in accordance with contracts;

Invoices for rent, heat, light, water, and freight. To maintain record of such payments. To furnish figures for the General Ledger Division

REFERENCE

S - P.L. 370, 1937, Section 201 E.

PERSONNEL

9 (F)

ACTIVITY PERFORMED NO. 8

Emergency Purchase Unit.

PURPOSE

To audit and approve for pay ment in accordance with procedure, invoices covering emergency purchases; to issue purchase orders covering such items.

REFERENCE

S - P.L. 177, 1929, Section 507C.

PERSONNEL

4 (F)

ACTIVITY PERFORMED NO. 9

Recording on invoice register all invoices received in Section, and maintaining inventory of Enforcement Equipment.

PURPOSE

To maintain a record of each invoice received in this section, to maintain a record of Enforcement Equipment.

REFERENCE

(O)

PERSONNEL

1 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND SERVICE

DISBURSEMENTS

SPECIAL LIQUOR

ACTIVITY PERFORMED NO. 1

Section Supervision.

PURPOSE

To see that all work is carried out according to procedure; that someone is familiar with all phases of the work performed so as to instruct new employees, to see that work is finished on time; maintain discipline.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 2

Secretarial.

PURPOSE

To take and transcribe dictation for Special Liquor Supervisor.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

Invoice Audit and Requisition Unit.

PURPOSE

To see that payment of special liquor invoices is made in accordance with purchase orders.

REFERENCE

S - Fiscal Code, Section 1501
s - P.L. 370, 1937, Section 305

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 4
Sales Audit Unit.

PURPOSE
To maintain records of special liquor commitments, accounts payable, inventory and sales, and detail of figures furnished the General Ledger division.

REFERENCE
(O)

PERSONNEL
2 (F)

ACTIVITY PERFORMED NO. 5
Filing Unit.

PURPOSE
To maintain for ready reference a file of all special liquor orders, and correspondence.

REFERENCE
(O)

PERSONNEL
4 (F)

ACTIVITY PERFORMED NO. 6
Preparation of Monthly Report of Operations.

PURPOSE
To show the sales, cost of sales, expenses, and net profit covering the operation of the Special Liquor Section.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 1

Supervise the preparation of all forecasts and budgets, special or regular and the activities of the Budgetary Control Division.

PURPOSE

Maintaining the budgetary system promulgated by the Governor's office.

REFERENCE

S - P.L. 177, 1929 Section 601.

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Secretarial and Stenographic.

PURPOSE

Take dictation from Division Chief and transcribe same - perform necessary routine secretarial work for Division.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

Maintain budget records, prepare budget estimates, budgeted balance sheet, financial forecast, expense forecast by function, expense forecast by object, profit and loss forecast, estimate of revenue and receipts, semi-monthly financial forecast, monthly detailed profit and loss budget and analysis, monthly detailed expense budget and analysis, analysis of expense and sales per capita, analysis of store operating expense and typing of finished reports and statements.

PURPOSE

To provide necessary data for Comptroller, for the Board, for the Budget Bureau and for the Department of Revenue.

REFERENCE

S - P.L. 177, 1929 Section 601.

PERSONNEL

3 (PT)

ACTIVITY PERFORMED NO. 4

Budgetary Control effected through Current Source Control Ledger, Cash Control Ledger, Commitment Control Ledger, Salary Control Files, rent control file and purchase cancellation file.

PURPOSE

The accounts, devices and methods which must be maintained and followed in connection with the budgetary control of purchases, cash and expense and capital expenditures of the Board to properly reflect all deviations and variances of actual from budgeted amounts, so that contributing factors may be brought to light, analyzed and economy realized through their correction.

REFERENCE

(O)

PERSONNEL

2 (F)
3 (PT)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND SERVICE

STATISTICS

ACTIVITY PERFORMED NO. 1

Direction of Statistics Division.

PURPOSE

Coordinate and expedite activities of Division engaged in the collection, processing, and analysis of sales, purchase and inventory data pertaining to the liquor business in the State of Pennsylvania, and the distribution to clients and Board Officials of the reports and analyses in printed form.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 2

Contacting vendors or other prospective clients.

PURPOSE

To develop and promote the use of regularly scheduled statistical analyses and special analyses required by clients for specific purposes.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 3

Estimating costs of preparing special analyses.

PURPOSE

To provide a basis for quotations.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 4

Making quotations on regularly prepared or special analyses or reports.

PURPOSE

To provide a basis for the clients' approval.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 5

Planning and preparing where necessary, special analyses for clients or Board Officials.

PURPOSE

To provide analyses in which the data is most advantageously arranged to insure the maximum information.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 6

Supervision of Accounts Receivable Ledger.

PURPOSE

To recommend adjustments to accounts receivable for approval by Comptroller and approve transfers of overdue accounts to Claims.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 7

Supervise a group of employes engaged in posting, sorting and filing of cards, performing involved calculations and computations, typing tabulated columnar copy on stencils or prepared forms, proofreading and rechecking and final distribution of reports.

PURPOSE

To insure coordination of all operations, eliminating unnecessary duplication of effort and providing definite responsibility for production.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 8

Prepare worksheets for special surveys and analyses.

PURPOSE

To insure proper arrangement of final data to provide information required.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 9

Perform especially complicated work involving the use of electric calculating and adding machines.

PURPOSE

Reduce data to form suitable for typing.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 10

Act as Secretary Stenographer to Chief of Division.

PURPOSE

To handle correspondence with or without dictation, arrange interviews and type special reports and analyses.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 11

Maintain Personnel records.

PURPOSE

To provide proper medium for accumulation of all data pertaining to personnel.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 12

Maintain files and follow-up.

PURPOSE

To provide proper filing medium for correspondence, reports, financial statements, etc.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 13

Maintaining ledger of Vendors' Accounts.

PURPOSE

To provide an accounts receivable control for charges for subscribed service and payments received by the Cashier, for use as the basis of monthly invoices.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 14

Bill Statistical Service To clients.

PURPOSE

To provide each client with an individual itemized monthly statement of accounts payable for statistical service.

REFERENCE

(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 15
Messenger Service.

PURPOSE
Expedite delivery of stencils and hectograph forms to, and collection of duplicated material from Duplicating Division and delivery of special reports to Board Officials.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 16
Operate Large Wire Stapling Machine.

PURPOSE
To bind assembled pages into reports.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 17
Remove carbons from tabulated reports.

PURPOSE
To prepare reports for assembly.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 18
Sort cards.

PURPOSE
To prepare basic cards for accumulation, calculation or typing, and subsequent additional posting.

REFERENCE
(O)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 19
Office Appliance Section
(Calculating and Adding Machine Operations)

PURPOSE
To reduce basic information to form suitable for typing.

REFERENCE
(O)

PERSONNEL
5 (F)
1 (PT)

ACTIVITY PERFORMED NO. 20
Typing Section
(Typing Operations)

PURPOSE
To reduce basic information to form suitable for reproduction or distribution.

REFERENCE
(O)

PERSONNEL
1 (F)
5 (PT)

ACTIVITY PERFORMED NO. 21
Proofreading Section
(Proofreading Operations)

(Clerical Operations)

PURPOSE
To insure accuracy of all typewritten material prepared for reproduction or distribution.

To prepare basic cards, assemble and distribute reports.

PERSONNEL
1 (F)
11 (PT)

OFFICE APPLIANCE

ACTIVITY PERFORMED NO. 1

Calculate ratios of sales or inventories to total sales or total inventories and percentage of increase or decrease, using calculator.

PURPOSE

Reduce basic information to form suitable for typing.

REFERENCE

(O)

PERSONNEL

6 (F)

PROOFREADING

ACTIVITY PERFORMED NO. 1

Proofread stencils, hectographs and typewritten reports in other form.

PURPOSE

To insure accuracy of all typewritten material prepared for reproduction or distribution.

REFERENCE

(O)

PERSONNEL

5 (F)

TYPING

Typing

ACTIVITY PERFORMED NO. 1

Typing tabulated, columnar reports on stencil or prepared forms.

PURPOSE

Reduce basic information to form suitable for distribution and reproduction.

REFERENCE

(O)

PERSONNEL

7 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ACCOUNTING AND SERVICE

SUPPLIES

ACTIVITY PERFORMED NO. 1

Supervision of supplies Division.

PURPOSE

To purchase supplies and equipment as required by law-to store and disburse throughout State Liquor System.

REFERENCE

(O)

PERSONNEL

1 (F)
1 (PT)

ACTIVITY PERFORMED NO. 2

Procurement Section.

PURPOSE

Purchase of all supplies, equipment and service and repairs. Maintenance of all purchase records. Supervising of inspection of materials received. Filling of orders. Maintenance of Perpetual Inventory Records.

REFERENCE

S - P.L. 177, 1929, Section 507 (a)

PERSONNEL

9 (F)

ACTIVITY PERFORMED NO. 3

Storage Section.

PURPOSE

Supervising, receiving, storing, packing and shipping supplies.

REFERENCE

(O)

PERSONNEL

10 (F)

ACTIVITY PERFORMED NO. 4

Decalcomania Seal Section.

PURPOSE

Purchasing, storing, handling and shipping seals.

REFERENCE

S - P.L. 370, 1937, Section 203 (f)

PERSONNEL

3 (F)

ACTIVITY PERFORMED NO. 5

Secretary.

PURPOSE

Secretarial.

REFERENCE

(O)

PERSONNEL

1 (F)

ACCOUNTING AND SERVICE

DUPLICATING

ACTIVITY PERFORMED NO. 1

Supervision as Chief of Division.

PURPOSE

Direct and coordinate activities of the two sections of this Division as listed on the following pages.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Supervision as Assistant Chief of Division.

PURPOSE

Act as assistant to Division Chief.

REFERENCE

(O)

PERSONNEL

1 (PT)

ACTIVITY PERFORMED NO. 3

Copy preparation Section.

PURPOSE

Filing and clerical details, preparing job orders, and drafting photo copy, stencils, etc. Also all necessary stenographic duties of Division.

REFERENCE

(O)

PERSONNEL

6 (F)
1 (PT)

ACTIVITY PERFORMED NO. 4

Operating Section.

PURPOSE

Duplicating quantities of forms through photostat, offset printing, multigraph printing, mimeograph and hectograph processes.

REFERENCE

0

PERSONNEL

14 (F)

COPY PREPARATION

ACTIVITY PERFORMED NO. 1
Supervision of Section.

PURPOSE
Preparing exact copy for Operating Unit.

REFERENCE
(0)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 2
Assistant Supervision of Section.

PURPOSE
Preparing exact copy for Operating Unit.

REFERENCE
(0)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 3
Forms Drafting.

PURPOSE
Preparing exact copy for Operating Unit.

REFERENCE
(0)

PERSONNEL
1 (PT)

ACTIVITY PERFORMED NO. 4
Copy Preparation.

PURPOSE

Prepare [illegible] copy for reproduction.

(This includes typing stencils, Hectograph masters, aluminum or sensitized paper, direct image plates, or an drafted copy for photographic reproduction. Typing equipment includes Electromatic machines, Front Face equipment and Varityper, all equipped with carbon paper ribbons for offset printing copy, excepting those used to make stencils and Hectograph masters).

REFERENCE

(O)

PERSONNEL

1 (F)
3 (PT)

ACTIVITY PERFORMED NO. 5

Clerical.

PURPOSE

Issuing Job Printing Orders and keeping files and records of work in process, and all completed jobs. Compile Division reports weekly and monthly to comptroller.

REFERENCE

(O)

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 6

Proofreading.

PURPOSE

Proofreading drafted or printed copy of all duplicating work.

REFERENCE

(O)

PERSONNEL

2 (PT)

OPERATING

ACTIVITY PERFORMED NO. 1

Supervision over Operating Units listed below.

PURPOSE

Coordinate activities of Photographic, Machine and Bindery Units, and maintain machinery and production. Observe constant check on work produced.

REFERENCE

0

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Photographic Unit

PURPOSE

Produce photostats and photo-off plates for Multilith press.

REFERENCE

0

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 3

Machine Unit

PURPOSE

Produce quantities of duplicated matter as required.

REFERENCE

0

PERSONNEL

1 (F)
9 (PT)

ACTIVITY PERFORMED NO. 4

Bindery Unit

PURPOSE

Collate, pad, staple, number and punch duplicated matter as required.

REFERENCE

0

PERSONNEL

4 (F)
7 (PT)

ACTIVITY PERFORMED NO. 1

Supervise the activities of the Mail Room and Messengers.

Coordinate all duties of "Mail and Messenger" and "Telegraph" sections of Communications Division. Handle personnel matters subject to Comptroller. Purchase, safeguard, issue and account for all stamps and moneys received by this Division and render monthly reports to Comptroller.

PURPOSE

Provide incoming and outgoing mail service to all rooms occupied by Pennsylvania Liquor Control Board; also to provide regular messenger service for the Board and all sub-divisions within the building to other departments and to various business establishments as required. To provide teletype service as directed by the Board.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 2

Direct and assist, and train messengers and mail clerks.

Act as Assistant to Chief of Division in all matters and assume those duties in absence of Chief. Keep file of daily mailings.

PURPOSE

Provide direct supervision over all mail room and telegraph employees, and direct and coordinate every detail of their activities in order that regular efficient, mail, messenger and telegraph services be provided to the Board and its sub-divisions.

REFERENCE

(O)

PERSONNEL

1 (F)

ACTIVITY PERFORMED NO. 3

Sort and distribute all incoming mail. Perform the necessary messenger service both in and out of the building.

Listing of incoming and outgoing registered mail. Listing of incoming and outgoing insured mail. Listing incoming express packages. Prepare and assemble outgoing mail and apply postage. Keep daily record of postage charged to each function; also a record of parcel post charges to each store. Make a daily record of postage spent each day to the Post Office. Operate the following machines: folding machine, letter opener, and postage meter machine. Driving truck. Enclosing circulars, bulletins and license applications.

PURPOSE

To assure the safeguarding, prompt delivery and dispatch of all mail.

REFERENCE

(O)

PERSONNEL

11 (F)

ACTIVITY PERFORMED NO. 4

Send and receive teletype messages, telegrams and take dictation over the phone. Keep file of all telegrams. Type monthly Mail Room reports. Handle retail stamp sales.

PURPOSE

To provide telegraph service for the Board.

REFERENCE

(O)

PERSONNEL

1 (F)

STATE STORES

ADMINISTRATIVE

ACTIVITY PERFORMED NO. 1

Administrate the activities of the Bureau of State Stores involving the functions of the divisions of-

(a) Purchasing regular and special merchandise
(b) Testing Laboratory
(c) Warehousing and distribution of liquors
(d) Operations of 575 Pennsylvania Liquor Stores
(e) Real Estate and automotive equipment
(f) The current Board's regulations on the rationing of merchandise

PURPOSE

To buy, import, possess and sell liquor and alcohol; control the manufacture, possession, sale, consumption, importation, transportation and delivery of liquor and alcohol, fixing wholesale and retail price thereof; determine the location where liquor stores shall be established; lease, furnish and equip, through the Department of Property and Supplies as agent, buildings, rooms and accommodations required.

REFERENCE

Act 370, Article II, Section 201,
(a) (b) (c) (e) (f) (g) (h)
Act 370, Article II, Section 203,
(a) (b) (c) (e) (f)
Act 370, Article III, Section 301,
Section 303, Section 304, Section 305.

PERSONNEL

8 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

PURCHASING

ACTIVITY PERFORMED NO. 1

Supervise the work of the Liquor Order and Inventory Control Sections

PURPOSE

To complete preparation of orders, costing, etc.

REFERENCE

Act 370, Section 305 and Current OPA Regulations
(O)

PERSONNEL

1 (F)

LIQUOR ORDERS

ACTIVITY PERFORMED NO. 2

Complete the arithmetical calculation of purchase orders by costing, extending and totaling such orders.

Recording of cost changes on cost cards.

PURPOSE

To prepare regular orders for approval of the Board and distribution to vendors.

To maintain a complete file of the cost of merchandise on regular orders.

REFERENCE

(O)

PERSONNEL

2 (F)

INVENTORY CONTROL

ACTIVITY PERFORMED NO. 3

Maintain cost and price records for all items.

Perform typing, filing, prepare data for reports and special studies as requested.

PURPOSE

To provide a current list of retail prices by code, establishing a history of price changes, approvals and costs, and aid in the preparation of Master Price Lists, State Store Price Lists, price change notices and price release notices.

REFERENCE

(O)

PERSONNEL

5 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

PURCHASING

RECLAIM
CENTRAL OFFICE
PHILADELPHIA - PITTSBURGH

ACTIVITY PERFORMED NO. 1

Direction of the activities of field offices at Philadelphia and Pittsburgh.

PURPOSE

Complete the duties as assigned by the Pennsylvania Liquor Control Board.

ACTIVITY PERFORMED NO. 2

Determine and adjudge the salability of reclaimed merchandise questioned by State Store personnel.

PURPOSE

To salvage all usable merchandise.

ACTIVITY PERFORMED NO. 3

Negotiate with vendors for the return and/or salvage of unsalable merchandise.

PURPOSE

To salvage all usable merchandise.

ACTIVITY PERFORMED NO. 4

Maintain records and files of all merchandise received and disposed of.

PURPOSE

To properly account for all merchandise directed through the Field Office.

REFERENCE

(O)

PERSONNEL

6 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

PURCHASING

SPECIAL ORDERS & ORDER WRITING

ACTIVITY PERFORMED NO. 1

Review applications, make recommendations for approval, place orders for - any and all types of merchandise not on the Board's regular list and otherwise becomes some type of "Special Order".

Supervise the activities of the Special Liquor order and Order Writing Sections.

Perform stenographic and secretarial service, filing and clerical work.

PURPOSE

Effectively carry out Board policy on Special Orders.

REFERENCE

(0)

PERSONNEL

5 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

TESTING LABORATORY

ACTIVITY PERFORMED NO. 1

Chemical analysis of all items submitted for listing, prior to listing - both stock and Special Liquor Orders.

Maintenance of Records.

Investigation of Complaints.

Perform secretarial duties in line with requirements of the Chief of the Testing Laboratory.

PURPOSE

Protection of Board and Public by assuring that inferior merchandise is not accepted by the Board.

REFERENCE

Act 370, Article II, Section 201
(b), Section 202 (d) (c)

PERSONNEL

7 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

WAREHOUSING & DISTRIBUTION-ADMINISTRATIVE

ACTIVITIES PERFORMED

1. Direct the activities of the Warehousing and Distribution Division covering the receipts and shipments of liquors from vendors, through warehouses and to the State Stores.

2. Under the supervision of the Chief of Warehousing and Distribution, the Store Inventory Analysis Section at Central Office prepares and analyzes statistics of store and warehouse stocks and sales by codes of merchandise regularly stocked in stores.

3. The Claim Section prepares all claims of loss and damage against carriers, Warehouse Companies and vendors.

4. The Traffic Section prepares releases and shipping instructions to cover purchase orders issued; maintains records and advises warehouses of shipments; checks freight bills.

5. Originate forms and write procedure related to stocking of stores with liquor.

6. Perform stenographic service, etc.

PURPOSE

Carry out Board policy.

REFERENCE

(O)

PERSONNEL

12 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

WAREHOUSING AND DISTRIBUTION

PHILADELPHIA - SCRANTON - PITTSBURGH - ERIE

ACTIVITIES PERFORMED

1. The Sub-Warehouse Unit under the supervision of the Superintendent and/or Assistant Warehouse Superintendent of the Warehouse Unit, receive and recondition merchandise damaged by carriers and warehouse.

2. The Sub-Warehouse Unit receives merchandise from stores and/or from Warehouse and eventually selects and distributes certain quantities thereof for distribution to State Stores or return to vendor.

3. The Sub-Warehouse Unit maintains its own records of receipts and shipments of all incoming and outgoing merchandise, also prepares reports of shortages and damages.

4. In the Warehouse Unit - stenographic service - correspondence, typing, filing and etc.

PURPOSE

To effectively carry out the policy, operations and regulations formulated by the Board.

REFERENCE

(O)

PERSONNEL

Personnel assigned to -

Warehouse #1 - Philadelphia	17
Warehouse#2 - Scranton	10
Warehouse #4 - Pittsburgh	14
Warehouse #5 - Erie	3
New Castle Unit	8

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

STATE STORES

DISTRICT SUPERINTENDENCY

ACTIVITY PERFORMED NO. 1

Supervise the operation of Pennsylvania Liquor Stores (currently 575 stores).

PURPOSE

Efficient operation.

REFERENCE

(O)

PERSONNEL

37 (F)

ACTIVITY PERFORMED NO. 2

Operate Pennsylvania Liquor Store, alone or with additional personnel.

PURPOSE

To receive and sell to the public, alcoholic beverages.

REFERENCE

R - Various S-Act 370, Article III, Sections 301, 303, 304, etc.
Sections 301, 303, 304, etc.

ACTIVITY PERFORMED NO. 3

Maintain proper accounting of cash receipts and transmit same to Central Office or deposit with designated bank or financial agent.

PURPOSE

Protection of state funds.

ACTIVITY PERFORMED NO. 4

Maintain proper bookkeeping and accounting records, prepare and submit various reports and statements as required.

PURPOSE

Proper store operation and proper accounting.

REFERENCE

R - Various S-Act 370, Article III, Sections 301, 333, 304, etc.

PERSONNEL

2400 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

STATE STORES

REAL ESTATE AND EQUIPMENT

PHILADELPHIA - WILKES-BARRE - PITTSBURGH

ACTIVITY PERFORMED NO. 1

To take real estate options for premises to be leased and occupied under the jurisdiction of the Pennsylvania Liquor Control Board, including State Stores, Offices, warehouses, garages, etc.

Supervise maintenance work.

PURPOSE

To offer for review to the Pennsylvania Liquor Control Board and the Department of Property and Supplies the exact conditions to be embodied in a lease.

To oversee the work performed by mechanics.

REFERENCE

Act 370, Article 2,
Section 201, Paragraph E.

ACTIVITY PERFORMED NO. 2

Perform stenographic work of shorthand, typing, filing, etc., as required by the Division at the direction of the Supervisor of Real Estate and Equipment.

PURPOSE

To facilitate the work of the Supervisor.

REFERENCE

Act 370, Article 2,
Section 201, Paragraph E

PERSONNEL

6 (F)

NOTE:

The above work is performed under the direction of the Supervisor of Real Estate in each of the three field offices, Philadelphia, Wilkes-Barre, Pittsburgh.

ACTIVITY PERFORMED NO. 3

Under the direction of the Supervisor of Real Estate, schedule repairs, alterations, change of bin layouts, make surveys at and for properties leased by the Pennsylvania Liquor Control Board.

PURPOSE

To accomplish necessary alterations and additions required for State property.

REFERENCE

Act 370, Article 2,
Section 201, Paragraph E.

PERSONNEL

Five maintenance men have headquarters at Pittsburgh, two at Philadelphia, and one at Wilkes-Barre.

ACTIVITY PERFORMED NO. 4

Supervise the activities of persons in the maintenance, operation and repairs of the Northwest Office Building.

Maintain, install and repair all types of stationary and mechanical property and equipment in the Northwest Office Building.

Operation of elevators.

Perform watchman service.

Perform janitorial service.

PURPOSE

Through this Bureau to represent the Department of Property and Supplies in maintaining the Northwest Office Building.

REFERENCE

Act 370, Article 2,
Section 201, Paragraph E.

PERSONNEL

52 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

PUBLIC RELATIONS

ACTIVITY PERFORMED NO. 1

Ascertain public opinion by reading and clipping newspapers and keeping clippings in permanent, usable form.

PURPOSE

To keep the Liquor Control Board informed as to the public's reaction to its policies and management.

ACTIVITY PERFORMED NO. 2

Watch legislation and maintain files of bills involving liquor control.

PURPOSE

To advise Board of legislative intent.

ACTIVITY PERFORMED NO. 3

Secretarial and stenographic service.

PURPOSE

To accomplish work.

REFERENCE

(O)

PERSONNEL

3 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

LEGAL BUREAU

ACTIVITIES PERFORMED

1. Advise the Pennsylvania Liquor Control Board and its bureau heads on all legal matters.

2. Direct work of Clerical Unit.

3. Represent the Board at hearings on license applications and citations, and before the courts on appeals from Board orders.

4. Secretarial and stenographic work.

PURPOSE

To furnish all legal services necessary to carry out the provisions of the laws relating to the regulation and control of the traffic in liquor and malt or brewed beverages.

REFERENCE

"S" and "R":
Act of November 29, 1933, P.L. 15, known as the Pennsylvania Liquor Control Act, as re-enacted and amended;
Act of May 3, 1933, P.L. 252, known as the Beverage License Law, as re-enacted and amended;
Act of February 19, 1926, P.L. 16, as re-enacted and amended;
Board Regulations.

PERSONNEL

16 (F)

LEGAL DISTRICTS

ACTIVITY PERFORMED NO. 1

Represent the Liquor Control Board as counsel in Board hearings on license applications and citations.

Represent the Liquor Control Board in the courts on appeals from Board orders, on license applications and citations.

Represent the Liquor Control Board in court proceedings for the condemnation and forfeiture of alleged contraband liquor and motor vehicles.

Secretarial and stenographic work in Pittsburgh and Philadelphia.

PURPOSE

Carry out the provisions of the liquor laws relating to the issuance, renewal, transfer, suspension and revocation of licenses; forfeiture of seized liquor and motor vehicles; padlock proceedings, etc.

REFERENCE

"S" and "R":
Act of November 29, 1933, P.L. 15, known as the Pennsylvania Liquor Control Act, as re-enacted and amended;
Act of May 3, 1933, P.L. 252, known as the Beverage License Law, as re-enacted and amended;
Act of February 19, 1926, P.L. 16, as re-enacted and amended; Board Regulations.

PERSONNEL

11 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

LEGAL BUREAU

CLERICAL

ACTIVITY PERFORMED NO. 1

Prepare for board signature all opinions and orders revoking and suspending licenses.

Keep proper case files and up-to-date card file on all cases.

Handle required correspondence on all appeals and matters pertaining thereto.

PURPOSE

Carry out the provisions of the liquor laws relating to the issuance, renewal, transfer, suspension and revocation of licenses; forfeiture of seized liquor and motor vehicles; padlock proceedings, etc.

REFERENCE

"S" and "R"

Act of November 29, 1933,
P.L. 15, known as the
Pennsylvania Liquor Control Act,
as re-enacted and amended;
Act of May 3, 1933, P.L. 252,
known as the Beverage License Law,
as re-enacted and amended;
Act of February 19, 1926, PL. 16,
as re-enacted and amended;
Board Regulations.

PERSONNEL

3 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

PERSONNEL BUREAU

ACTIVITY PERFORMED NO. 1

Supervise Personnel Bureau including preparation and maintenance of all personnel and payroll records.

Receive mail, assemble information, reply to correspondence, take and transcribe dictation, act as secretaries to Personnel Director and assistant, answer telephones and give accurate information.

PURPOSE

Efficient functioning of Bureau.

REFERENCE

(O)

PERSONNEL

4 (F)

PERSONNEL ANALYSIS

ACTIVITY PERFORMED NO. 2

Assist in studies of personnel arrangements and costs, job qualifications, volume of store sales and store classifications.

Conduct correspondence on administrative personnel changes.

PURPOSE

More efficient and economic operation.

Completion of personnel files, notification to employe and supervisors.

REFERENCE

(O)

PERSONNEL

2 F

CORRESPONDENCE & CONTROL

ACTIVITY PERFORMED NO. 3

Supervise activities of the Division, be responsible for accuracy of all correspondence and check adjustments, train employes, instruct in new work, confer with Assistant Personnel Director on progress.

PURPOSE

Efficient functioning of Division.

ACTIVITY PERFORMED NO. 4

Conduct correspondence on absences, retirement withdrawals, applications for reinstatement, continuance of leaves due to illness, automatic six month resignations from leaves not due to illness, accident reports, retirement membership of persons entering or returning from military service, and other personnel matters.

PURPOSE

Required for correspondence control by Bureau.

ACTIVITY PERFORMED NO. 5

Maintain a card record control on all final and adjusted salary checks.

PURPOSE

To control all monies, whether salary disposal or withdrawal of retirement accounts.

REFERENCE

(O)

PERSONNEL

6 (F)

[illegible]

PERSONNEL [illegible]

STORE CONTROL

ACTIVITIES PERFORMED

1. Supervise activities of the Division, train employes, instruct in new work, consult with Personnel Director on personnel quotas and problems of store personnel.

2. Maintain complete personnel files.

3. Carry on related correspondence.

4. Prepare lists and reports regarding Store personnel and statistics.

PURPOSE

Efficient control of store employes.

REFERENCE

(O)

PERSONNEL

7 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

PERSONNEL BUREAU

SERVICE

ACTIVITY PERFORMED NO. 1

Supervise the Service Division of the Bureau of Personnel. Be directly responsible for the maintenance of personnel records so that necessary information is available at all times. Assign and supervise preparation of stenographic, typing and clerical work by employes in the service unit. Be responsible for proper distribution of work among service unit employes and designate employes to be used as emergency relief duty in other Board offices. Train employes and instruct in new work.

PURPOSE

Efficient functioning of Division.

REFERENCE

(O)

PERSONNEL

1 (F)

RECORD

ACTIVITY PERFORMED NO. 2

Prepare personnel change sheets covering all appointments, reclassifications, promotions, demotions, changes of title, changes of voting address, leaves of absence, suspensions, resignations, dismissals and other personnel changes.

Maintain Kardex file of all persons who ever worked for Pennsylvania Liquor Control Board showing complete record of all personnel changes for each person.

PURPOSE

To satisfy provisions of Administrative Code.

REFERENCE

S - Section 603, Act of 4-9-29, P.L. 177.
(O)

PERSONNEL

6 (F)

ACTIVITY PERFORMED NO. 3

Maintain personnel case folders (one for each employe) and general personnel correspondence files, including cross reference, subject and index files.

PURPOSE

Reference and history of employes.

REFERENCE

(O)

PERSONNEL

1 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

PERSONNEL BUREAU

PAYROLL

ACTIVITY PERFORMED NO. 1

Be fully responsible for proper preparation of all Liquor Board salary payrolls and related reports and records; plan work schedules of the Payroll Division; set up new procedures or adjust procedures on established work; instruct all employes of the Division in new work; see that all payrolls are prepared and forwarded in sufficient time to insure payment on regular semi-monthly payroll dates.

PURPOSE

Efficient functioning of Division, to see that all regular employes are paid in time and that all new employes are paid as soon as possible.

REFERENCE

(O)

PERSONNEL

2 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

PERSONNEL BUREAU

PAYROLL

REGULAR PAYROLL

ACTIVITIES PERFORMED

1. Prepare all semi-monthly payrolls for Liquor Board Employes.

2. Prepare and verify for mailing semi-monthly salary checks.

3. Maintain payroll record card for each employe listing all payments; semi-monthly, supplemental and refunds.

4. Maintain retirement deduction record which indicates number of double deductions, payroll period deduction effected, total amount due, and balance still payable.

PURPOSE

Payment of salaried employes.

REFERENCE

S - Fiscal Code.
(O)

PERSONNEL

5 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

PERSONNEL BUREAU

PAYROLL

SUPPLEMENTAL PAYROLL

ACTIVITY PERFORMED NO. 1

Prepare and type supplemental and hourly payrolls.

PURPOSE

Payment of employee.

ACTIVITY PERFORMED NO. 2

Verify and prepare for mailing all supplemental checks.

PURPOSE

To insure names on checks are correct and in the proper amounts and checks are forwarded to correct locations.

REFERENCE

S & O - Fiscal Code
(O)

PERSONNEL

3 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

LICENSING BUREAU

STAFF

ACTIVITY PERFORMED NO. 1

Receive applicants, licensees, attorneys and other persons calling at Board offices in connection with licensing matters, and handle telephone inquiries.

PURPOSE

To afford courteous reception of callers, determine the information desired, and furnish information as requested.

ACTIVITY PERFORMED NO. 2

Conduct correspondence concerning licensing matters.

PURPOSE

To provide information desired by applicants, licensees, attorneys and the public in general on all matters pertaining to licensing, including requirements and restrictions prescribed by law and regulation, and Board policies and practices in connection therewith.

ACTIVITY PERFORMED NO. 3

Maintain record of licenses issued and prepare weekly, monthly and annual tabulations as to licenses issued, refused and appeals to local courts from refusals.

PURPOSE

To provide an accurate record to be used as a basis for statistical reports concerning licensing activities.

REFERENCE

(O)
S - P.L. 1762, 1937, Article I,
Section 2; Article IV, Section 401-415 inc; Article V,
Section 501-502; Article VII, Section 701; Article VIII,
Section 801-802.
P.L. 1827, 1937, Article I,
Section 2-35 inc;
P.L. 806, 1939, Section 1, 2, 3.
P.L. 806, 1939, Section 1, 2, 3.

PERSONNEL

3 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

LICENSING BUREAU

LICENSING

RETAIL LICENSING

ACTIVITY PERFORMED NO. 1

Examine applications for retail liquor and malt beverage licenses and amusement permits together with bonds and all other papers submitted therewith.

PURPOSE

To determine whether applications, bonds, etc. are in proper form and accompanied by the required fees.

ACTIVITY PERFORMED NO. 2

Order investigations to be conducted in connection with applications for retail liquor and malt beverage licenses.

PURPOSE

To obtain detailed information concerning applicants and premises proposed to be licensed.

ACTIVITY PERFORMED NO. 3

Conduct correspondence with applicants, licensees, attorneys and the public.

PURPOSE

To facilitate handling of applications, to insure complete understanding by applicants and licensees as to the status of applications, requirements and restrictions provided by law, action taken on applications, providing answers to inquiries and furnishing information relating to licensing matters, and to provide for refund of license fees in certain cases.

ACTIVITY PERFORMED NO. 4

Review reports and records relating to applicants and licensees and prepare resumes in certain cases for referral to Chief of Licensing or Director of the Bureau.

PURPOSE

To determine action to be taken in connection with applications for retail liquor and malt beverage licenses.

ACTIVITY PERFORMED NO. 5

Approve applications for retail liquor and malt beverage licenses and amusement permits.

PURPOSE

To effect issuance of retail licenses and amusement permits when approval of application has been indicated by proper authority.

ACTIVITY PERFORMED NO. 6

Maintain complete record of disposition of all cases referred to Board for decision and of all cases resulting in appeals to local courts.

PURPOSE

To provide a permanent record of action taken by the Board when in Executive Session on retail licensing cases and to provide a similar record of all cases resulting in appeal to local courts.

REFERENCE

S - P.L. 1762, 1937 - Article IV Section 403.
S - P.L. 1827, 1937 - Section 6.

PERSONNEL

14 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

LICENSING BUREAU

LICENSING

WHOLESALE LICENSING

ACTIVITY PERFORMED NO. 1

Examine applications for wholesale licenses and permits together with bonds and all other papers submitted therewith.

PURPOSE

To determine whether applications, bonds, etc. are in proper form and accompanied by the required fees.

ACTIVITY PERFORMED NO. 2

Order investigations to be conducted in connection with applications for wholesale licenses.

PURPOSE

To obtain detailed information concerning applicants and premises proposed to be licensed.

ACTIVITY PERFORMED NO. 3

Conduct correspondence with applicants, licensees, attorneys and the public.

PURPOSE

To facilitate handling of applications, to insure complete understanding by applicants and licensees as to status of applications, requirements and restrictions provided by law, action taken on application, providing answers to inquiries and furnishing information relating to licensing matters, and to provide for refund of license fees in certain cases.

ACTIVITY PERFORMED NO. 4

Review reports and records relating to applicants and licensees and prepare resumes in certain cases for referral to Chief of Licensing or Director of the Bureau.

PURPOSE

To determine action to be taken in connection with applications for wholesale licenses.

ACTIVITY PERFORMED NO. 5

Approve applications for wholesale licenses and permits.

PURPOSE

To effect issuance of wholesale licenses and permits when approval of application has been indicated by proper authority.

ACTIVITY PERFORMED NO. 6

Maintain complete record of disposition of all cases referred to Board for decision and of all cases resulting in appeals to local courts.

PURPOSE

To provide a permanent record of action taken by the Board when in Executive Session on wholesale licensing cases and to provide a similiar record of all cases resulting in appeal to local courts.

REFERENCE

S - P.L. 764, 1939, Section 201.
S - P.L. 1762, 1937, Article II, Section 201 (b)
Article IV, Sections 414, 415.
Article VI, Section 606
S - P.L. 1811, 1937, Section 3.
S - P.L. 1827, 1937, Sections 5a, 6b, 26.
R-41-04D, R-36-02, R-36-17,
R-37-28, R-39-090, R-36-13

PERSONNEL

6 (F)

STAFF

ACTIVITY PERFORMED NO. 1

Accept and examine all types of applications (and accompanying papers) for licenses issued by the Board and give information relative to all licensing procedures.

Receive persons entering the Northwest Office Building and answer the telephone, giving information relative to licensing procedure and directing calls to other offices in the building.

PURPOSE

To expedite the handling of papers for applicants or their attorneys.

REFERENCE

(O)

PERSONNEL

3 (F)

CENTRAL STENOGRAPHIC

ACTIVITY PERFORMED NO. 1

Take and transcribe dictation on correspondence relative to applications for licenses.

PURPOSE

Furnish information to licensees, applicants and attorneys on legal and regulatory requirements.

REFERENCE

(O)

PERSONNEL

11 (F)

HEARING

ACTIVITY PERFORMED NO. 1

Take testimony, by shorthand, at hearings on citations , in various cities of the Commonwealth and transcribe same.

PURPOSE

Provide a permanent record of hearing proceedings.

ACTIVITY PERFORMED NO. 2

Type copies of testimony, reports, correspondence, etc. as required for Bureau of Licensing.

PURPOSE

To produce typed copies as required.

REFERENCE

(C)

PERSONNEL

11 (F)

LICENSE ISSUE

ACTIVITY PERFORMED NO. 1

Maintain accurate up-to-date addressograph plate file for all licensees and permittees making corrections as required.

PURPOSE

To addressograph data as required.

ACTIVITY PERFORMED NO. 2

Addressograph licenses, permits, envelopes, lists, application cards, etc., as requested.

PURPOSE

To issue licenses and permits and produce necessary work.

ACTIVITY PERFORMED NO. 3

Assign numbers, date, arrange, proofread, type licenses and permits to be issued.

PURPOSE

To issue licenses and maintain records thereof.

ACTIVITY PERFORMED NO. 4

Code applications, keypunch license accounting card for each fee received, proofread cards, punch"refusal", "citation" and "arrest" cards.

PURPOSE

To transmit fees to Treasury Department and obtain statistical data for reports, etc.

REFERENCE

(O)

PERSONNEL

9 (F)

LICENSING BUREAU

SERVICE

FILING

ACTIVITY PERFORMED NO. 1

Receive, open and distribute all incoming mail for Bureau of Licensing, remove and tabulate fees received.

PURPOSE

Route incoming mail and applications quickly and accurately and fix responsibility for fees submitted.

PERSONNEL

5 (PT)

ACTIVITY PERFORMED NO. 2

Receive, open and distribute all incoming mail for Bureau of Enforcement, remove and tabulate fees received.

PURPOSE

Route incoming mail and reports quickly and accurately and fix responsibility for compromise penalty fees received.

PERSONNEL

5 (PT)

ACTIVITY PERFORMED NO. 3

Maintain correspondence record file, removing and returning records as required for Bureau of Licensing; register outgoing requests and incoming reports; search for charged out records.

PURPOSE

Retain file records in such a manner that they may be readily located.

PERSONNEL

14 (PT)

ACTIVITY PERFORMED NO. 4

Maintain correspondence record file, removing and returning records as required for Bureau of Enforcement; register outgoing requests and incoming reports; search for charged out records.

PURPOSE

Retain file records in such a manner that they may be readily located.

PERSONNEL

14 (PT)

ACTIVITY PERFORMED NO. 5

Maintain alphabetical and geographical card file for all individuals and premises licensed by the Board.

PURPOSE

To provide accurate source of information for licensing and enforcement activities.

PERSONNEL

5 (F)

ACTIVITY PERFORMED NO. 6

Maintain numerical file containing all applications and bonds submitted for licenses and permits.

PURPOSE

Store important documents safely where they may be readily located.

PERSONNEL

2 (F)

ACTIVITY PERFORMED NO. 7

Index all records, arrange records in order, maintain tickler system, and revise records periodically.

PURPOSE

To maintain correspondence records accurately, and withdraw records as requested.

PERSONNEL

10 (F)

ACTIVITY PERFORMED NO. 8

Give information on individual cases to Bureau of Licensing employees.

PURPOSE

Provide accurate and prompt information.

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 9

Give information on individual cases to Bureau of Enforcement employees.

PURPOSE

Provide accurate and prompt information.

PERSONNEL

2 (PT)

ACTIVITY PERFORMED NO. 10

Records and maintains information pertaining to surrendered licenses and permits.

PURPOSE

To provide data required in issuance of licenses and permits.

PERSONNEL

1 (F)

REFERENCE

S - P.L. 1782-1937, Article IV, Section 610
P.L. 1827, 1937 - Sections 5 to 19
P.L. 1811, 1937 - Sections 7 to 9
R-R-36-02, 03, R-40-04D, R-37-10A
R-36-13, R-36-16, R-37-18, R-43-19B
R-40-20A, R-37-21A, R-39-24A,
R-40-29B, R-38-31, 32, 33, 34, 35
R-44-45A, R-39-49

PENNSYLVANIA LIQUOR CONTROL BOARD

ENFORCEMENT BUREAU

STAFF

ACTIVITY PERFORMED NO. 1

Direction of Enforcement covering 9 District Offices, and Enforcement Examiners, and Staff.

Reveiwing all Citation Cases and preparation for presentation to the Board for final disposition.

Disposal of all Personnel matters in the Bureau.

Presentation to the Board of all Enforcement matters.

PURPOSE

Supervision and direction of all Enforcement of the Liquor Control Act and the Malt Beverage Act, and analogous problems involved.

REFERENCE

S and R
Act 370, Section 201, and 411 to 415
Section 601 to 609, inc.
Act 371, Section 12, 13, 15
Act 372, Section 13 and 20 to 31
Act 222, Section 7.

PERSONNEL

5 (F)

HARRISBURG

ACTIVITY PERFORMED NO. 1

Supervision of all District Enforcement Field Officers and Investigators.

PURPOSE

To supervise all activities in the Enforcement District.

ACTIVITY PERFORMED NO. 2

Enforcement of Liquor Control Act and Malt Beverage Act covering investigations of all licensees including undercover work in connection with retail licensees, stills, speakeasies, illegal transportation, etc. Making arrests and testifying in penal actions before the Board and County Courts in criminal prosecutions, appeals from Board's orders, forfeiture proceedings, Black Market investigations. Attendance in Federal Court on joint cases. Warehouse certificate sales. Stenographic and general office duty, dictation and writing reports.

PURPOSE

Exercise police powers of the Board to enforce the Liquor Control Act and Malt Beverage Act, and Act of Assembly instituting rationing system in State Stores. Also entering criminal action under the Tax Act for Spirituous and Vinous Liquors.

ACTIVITY PERFORMED NO. 3

Licensing investigation on new applications, renewals, transfers, extension of premises, corporate investigations, change of officers, dissolution and additions of partnerships, ownership and one-man operation of clubs, attending Board and Court hearings on applications.

PURPOSE

To determine information to control issuance or refusal of licenses.

ACTIVITY PERFORMED NO. 4

Personnel investigations of irregular activities of Board employees, and applicants for employment.

PURPOSE

To uncover irregular activities of Board employees and qualifications of new applicants for employment.

ACTIVITY PERFORMED NO. 1

General Office. Stenographic and typing. Filing. Dictation and writing reports.

PURPOSE

To take care of necessary clerical duties in the Enforcement District.

REFERENCE

S and R
Act 370, Sec. 201, 411-415, 601-609
Act 371, Sec. 12, 13, 15
Act 372, Sec. 13, 20-31
Act 6, Sec. 13
Act 189, Sec. 31
Act 156, Sec. 2
Act 348, Sec. 601
All Board Regulations.

PERSONNEL

	Function 1.	Function 2.	Function 3.
District No. 1, Philadelphia	3 F	52 PT	52 PT
District No. 2, Harrisburg	2 F	25 PT	25 PT
District No. 3, Wilkes-Barre	2 F	25 PT	25 PT
District No. 4, Pittsburgh	4 F	50 PT	50 PT
District No. 5, Altoona	2 F	13 PT	13 PT
District No. 6, Williamsport	2 F	10 PT	10 PT
District No. 7, Punxsutawney	2 F	10 PT	10 PT
District No. 8, Erie	2 F	15 PT	15 PT
District No. 9, Allentown	2 F	25 PT	25 PT

	Function 4.	Function 5.	Total Employees
District No. 1, Philadelphia	15 PT	19 F	74
District No. 2, Harrisburg	6 PT	5 F	32
District No. 3, Wilkes-Barre	6 PT	8 F	35
District No. 4, Pittsburgh	12 PT	20 F	73
District No. 5, Altoona	3 PT	5 F	20
District No. 6, Williamsport	3 PT	3 F	15
District No. 7, Punxsutawney	3 PT	4 F	16
District No. 8, Erie	4 PT	3 F	20
District No. 9, Allentown	6 PT	6 F	33
			139

PENNSYLVANIA LIQUOR CONTROL BOARD

ENFORCEMENT BUREAU

ENFORCEMENT EXAMINING

ACTIVITY PERFORMED NO. 1

Audits and investigations of licensed breweries, distilleries, importers, beer distributors, clubs, transporters for hire, special licensees and permittees, vendor decalcomania seal audits, and out-of-state vendor audits, special and emergency audits and investigations.

PURPOSE

To accrue and collect production license fees from distillers and rectifiers assessed by law. To detect violations of the Liquor Control Act and Malt Beverage Act, and make appropriate reports to the Director of Enforcement.

ACTIVITY PERFORMED NO. 2

Audit monthly reports of licensees, stenographic and general office duty. Preparation of statistics for the Board.

PURPOSE

To accrue and collect production license fees from distillers and rectifiers assessed by law. To detect violations of the Liquor Control Act and Malt Beverage Act.

ACTIVITY PERFORMED NO. 3

Auditing expense vouchers, state car operation reports, operating cost reports, correspondence and filing. General office duty.

PURPOSE

To control operating expenses of division, and administer enforcement provisions of the Liquor Control Act and the Malt Beverage Act.

REFERENCE

S and R

PERSONNEL

31 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ENFORCEMENT BUREAU

STAFF

GENERAL OFFICE
REPORT EXAMINING
ACTIVITY PERFORMED NO. 1

Analysis of reports filed by Enforcement Officers and Examiners covering investigations and audits. Prepare Board Sheets specifying violations of the Acts of Assembly upon which citations are based. Request District Offices and Examiners to make investigations. Verifying citations before issuance.

PURPOSE

Administration of enforcement provisions of the Liquor Control Act and Malt Beverage Act to obtain compliance with laws and regulations, by imposition of penalities for violations.

REFERENCE

S and R
Act 370, Sections 410 - 415, 601 - 611.
Act 371, Sections 12 - 13.
Act 372, Sections 13, 20 - 31.
All Board Regulations

PERSONNEL

6 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ENFORCEMENT BUREAU

STAFF

GENERAL OFFICE
CITATION

ACTIVITY PERFORMED NO. 1

Preparation of citations against licensees after approval by the Board. Notifying licensees and interested parties of hearing dates and postponements, acceptance and rejection of hearing waivers. Preparation of Hearing Examiners reports for review. Transmittal of the Board's decisions to licensees and District Offices. Acceptance or rejection of compromise offers. Handling appeals to the County Courts.

PURPOSE

Administration of enforcement provisions of the Liquor Control Act and Malt Beverage Act to obtain compliance with laws and regulations through preparation of documents and instruments for penal action on citations and appeals to County and Superior Courts.

REFERENCE

S and R
Act 370, Sec. 410-415, 601-611
Act 371, Sec. 12-13
Act 372, Sec. 13, 20-31

All Board Regulations.

PERSONNEL

10 (F)

PENNSYLVANIA LIQUOR CONTROL BOARD

ENFORCEMENT BUREAU

STAFF

GENERAL OFFICE
ACCOUNTS

ACTIVITY PERFORMED NO 1

Checking Expense Vouchers of all Enforcement employees and compiling analysis of costs.

PURPOSE

To control operating expenses of the Bureau.

ACTIVITY PERFORMED NO. 2

Keep record of car seizures and state car usage.

PURPOSE

To record usage and disposition of automotive equipment.

REFERENCE

S
Act 370, Section 201

PERSONNEL

1 (F)

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WERT
BOOKBINDING
MIDDLETOWN, PA
JANUARY 76
We're Quality Bound